



GLENWOOD HIGH SCHOOL

General Information Booklet and Code of Conduct 2024

Name:	_____
Register Class:	_____
Admin No:	_____
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Motto

Nihil Humani Alienum

'Nothing that concerns humanity is unimportant to me'

The mutual development of humanity is our goal.

Vision

A leading South African learners' school committed to providing holistic, excellent education for a changing world.

Mission

Our mission is to prepare Glenwood learners to meet the challenges of a dynamic and changing world. Glenwood builds on its heritage, diversity, and values, developing the qualities and strengths of each young man; it engages with the needs and interests of society and with the challenges of higher education and the workplace.

Objectives

Our objectives are to...

Lead through excellence in the realms of academics, culture, sport and social service -

Nurture the individual through providing a relevant, integrated learning environment -

Develop confidence, self-belief, and the ability to work as part of a team -

Encourage self-control, awareness and motivation, thereby encouraging empathy towards others and an appreciation of the differences among people -

Create a safe, supportive, and friendly environment in which justice and equity are seen to prevail -

Promote democratic principles, so that democracy is a lived experience based on respect for others, and for their opinions, beliefs, values and rights -

Maintain strong moral, ethical and spiritual values -

Provide opportunities to exercise initiative and leadership by fully participating in the life of our school -

Develop the potential for, and responsibilities of, leadership in areas of social and economic endeavour –
Contribute to the future of humanity

GLENWOOD'S CORE VALUES

The core values of a society are those values that are held in high esteem and which people really believe in and which guide the society's members while dealing with each other.

Core Values are those values that we uphold and strive to live by. They are those values that determine how we act and respond to situations and the choices we make. Our core Values are reflected in the way we think, how we see ourselves, how we see others and how we treat others.

Glenwood's Core Values are: Maturity, Integrity, Trust and Humility, but there are many other associated values such as Love, Honour, Loyalty, Truthfulness, Fair play, Sportsmanship, Respect, Concern for others, Promptness and Courtesy. The list goes on but all of these concepts reflect the same good qualities. These qualities reflect the way a Glenwood learner should model his behaviour.

We believe that our Core Values are the foundation upon which we build our rules and compile our Code of Conduct. All our rules are rooted in our Core Values.

Glenwood's Motto, Vision, Mission and Objectives reflect the School's Core Values.

CODE OF CONDUCT FOR LEARNERS

This Code of Conduct has been drawn up in accordance with the South African School's Act No 3 of 1996.

In order to preserve the School's ethos and foster the growth of its learners, the following Code of Conduct has been drawn up. The Code of Conduct sets out the rules governing behaviour and manner in which those rules should be followed. It further sets out the system of discipline that must be followed when obeying instructions. Any breach of the Code of Conduct is an affront to the learners of Glenwood High School and will be treated as such. Learners are compelled to comply with the Code of Conduct and action shall be taken against any learner who contravenes it.

SECTION A: TRADITIONAL EXPECTATIONS OF LEARNERS

1 **Ethos:**

- 1.1 A learner should at all times conduct himself in a manner that demonstrates self-respect and he shall uphold the dignity of his peers, and pride in the School.
- 1.2 A learner shall at all times, in the classroom and on the sports field, strive to achieve excellence for himself and his school.
- 1.3 A learner must at all times be courteous, helpful and sportsmanlike in all facets of school life.
- 1.4 A learner should protect and enhance the School's reputation and ethos.

2 **Conduct on School Grounds:**

A spirit of mutual respect and tolerance is expected of all learners. In accordance with this aim, the following rules are to be obeyed:

2.1 **Order of Seniority:**

- 2.1.1 The prefects have authority over the learners.
- 2.1.2 The learners rank in seniority according to Form.
- 2.1.3 The RCL represents the learners and communicates on their behalf.

2.2 **Conduct of Juniors towards Seniors:**

- 2.2.1 When presented with a reasonable request from a senior, the learner must:
 - i comply with that request
 - ii not dissent;
 - iii refer any refusal to a prefect or to a staff member.
- 2.3 A senior learner will be afforded preference in terms of position or privilege unless otherwise stated.
- 2.4 Form II and Form III learners must address the matrics and prefects as 'Sir'.
- 2.5 If a junior finds a senior's behaviour unacceptable he must immediately report such to a prefect or teacher rather than contradicting or disobeying the senior.

3. **When admonished or caught misbehaving the learner must:**

- 3.1 Apologise, accept and carry out any punishment without dissent or disrespect.

4. **Conduct of Seniors towards Juniors:**

- 4.1 The physical assault, bullying, intimidation or verbal abuse of juniors is strictly prohibited. This includes any and all forms of bullying (physical/cyber/emotional).
- 4.2 In the case of a request being made to a junior, there must be a legitimate reason why the senior should not perform the task himself.

- 4.3 If a senior observes a transgression of the Code of Conduct, he must report it to a prefect or teacher rather than dealing with it himself.

5. **Compulsories:**

In accordance with the School's ethos and in order to foster School spirit, learners are required to attend a number of sporting and/or cultural fixtures throughout the year, to be determined by the Principal from time to time. These events are deemed part of the school curriculum.

SECTION B: SCHOOL RULES AND ASSOCIATED BEHAVIOUR

The most important rule is to: use your common sense and do not do anything which will bring you or your School into disrepute. Be a gentleman, be courteous, considerate and respectful. Treat others the way you would like to be treated.

I. **Dress Code: School:**

During school, in public and at official school functions a learner is required to comply with the Dress code which consists of:

- 1.1 A Glenwood High School green blazer with school badge on pocket-no tapered blazers.
- 1.2 regulation medium-grey trousers only (no tapering or shortening);
- 1.3 a plain white collar shirt with long or short sleeves (no lounge shirts);
- 1.4 regulation plain grey socks to match trousers;
- 1.5 black lace-up shoes (no pointed or dress shoes);
- 1.6 the official School tie (special tie for Matrics);
- 1.7 a white or green jersey, which is to be worn under the blazer (NO tracksuit top);
- 1.8 Grey shorts may be worn by learners in Form II and Form III

2 The learner shall present a neat appearance at all times in that:

- 2.1 his clothes must be clean and his shoes polished.
- 2.2 Face: Boys to be clean shaven. No enhancements to eyebrows and eyelashes.
- 2.3 Hair standard: Cut and Style – NO TRENDS OR FASHION STYLING (gel and/or other hair products)

Front

- 1 Fringe may not extend to eyebrows or beyond.

Sides

- 1 Short and off the ears
- 2 No fades.
- 3 No under-cutting, shaved sides or steps;
- 4 Sideburns may not extend to below the middle of the ear.
- 5 Sideburns may not be brushed forward.

Back

- 1 Short and off the collar;
- 2 No fades
- 3 No under-cutting, shaved back, step or wedge or any other considered inappropriate by the Principal in his/her sole discretion;

General

Brush cuts, undercuts, perms, straightening, bleaching, high-lights, cult haircuts, dreadlocks and any other form of styling (except as indicated in 2.1 to 2.3 above) are NOT acceptable. Shaved heads (consideration will be given to cultural requirements).

- 2.4 He must carry his bag (i.e. an official Glenwood school bag) at his side rather than on his shoulder, with the exception of satchels and Glenwood sports bags, which may be carried on the shoulder. NO other bags/satchels/sports' bags are permitted!
- 2.5 There is to be no graffiti on bags.
- 2.6 He must not stand with his hands in his pockets.
- 2.7 No Jewellery / Tongue studs or fashion wear.
- 2.8 No Tattoos.
- 2.9 Prescription Glasses to be black frames only. No designer frames.
- 2.10 No sunglasses to be worn at any time.
- 2.11 Religious items must be cleared by the school first.
- 2.12 Fingernails to be kept short and no nail polish and make-up allowed.

3 **Dress Code - Sport:**

- 3.1 The correct sports attire must be worn for physical education and School games. Learners must then change into School uniform or School track suit after sport.
- 3.2 If the learners are being collected at the School by their parents, they may go home in their tracksuits. At all other times, full School uniform must be worn i.e. to home or away games.
- 3.3 Attendance at practices is compulsory. Any request to be excused from a practice must be made in advance and in person, to the coach, with a letter from the parents.

4 **Conduct on School Grounds:**

A Glenwood learner is required to:

- 4.1 Stand for, greet and assist any visitors to the School.
- 4.2 Obey and assist all teachers and prefects to the best of his ability.
- 4.3 Stand and greet teachers and prefects.
- 4.4 Report any breach of the Code of Conduct to someone in a position of authority.
- 4.5 Have all his stationery and school uniform/kit clearly marked with his name.
- 4.6 Inappropriate public displays of affection are strictly prohibited.
- 4.7 Any acts that endanger the safety of the individual and/or other learners or staff, are strictly prohibited.
- 4.8 Any form of sexual conduct is strictly prohibited.
- 4.9 Glenwood High School is an institution for teaching and learning, therefore, whilst on school grounds, all forms of rowdy and disruptive behaviour are prohibited.

Regarding bounds:

- 1 All School buildings are 'Out of Bounds' before school and during breaks. Learners may go to lockers and register classes when the first bell rings.
- 2 The Media Centre and Refectory are open to learners at advertised times.
- 3 The Boarding Establishment premises are 'Out of Bounds' to all day learners.
- 4 The swimming pool area and the squash courts are 'Out of Bounds' during breaks.
- 5 Only Prefects may use the administration foyer.
- 6 Permission is required to leave the School premises during school hours - an exeat must be obtained from the relevant Form Head. Luncheon exeats are discouraged and only issued under special circumstances.
- 7 Learners should stay within the designated quadrangles during breaks

At Assembly:

All learners are to be seated silently once they have entered the Hall and are required to stand for the Staff.

5 **General Classroom Conduct:**

A learner is required to:

- 5.1 Attend all lessons regularly and promptly.
- 5.2 Hand in properly completed assignments by specified deadlines.
- 5.3 Respect the work ethic of the classroom by not creating a disturbance or hindering others.
- 5.4 Obey instructions from the teacher.
- 5.5 Ensure the cleanliness of the classroom.
- 5.6 Assist the teacher in maintaining discipline in an acceptable manner.
- 5.7 Take responsibility for any wrongdoing and its consequences.
- 5.8 Take care of his own possessions, and respect the possessions of others. Do not take or borrow things that do not belong to you without the permission of the owner.
- 5.9 Be properly prepared for each lesson (i.e. homework must be done, have correct books, paper, pens, etc.).
- 5.10 Homework books are to be signed.
- 5.11 Inappropriate public displays of affection are strictly prohibited.
- 5.12 Any acts that endanger the safety of the individual and/or other learners or staff, are strictly prohibited.
- 5.13 Any form of sexual conduct is strictly prohibited.
- 5.14 Glenwood High School is an institution for teaching and learning, therefore, whilst on school grounds, all forms of rowdy and disruptive behaviour are prohibited.

6 **Conduct out of School Grounds:**

A learner is required to:

6.1 Wear his entire School uniform:

- 6.1.1 unless he is collected directly from School whereupon he is required to wear a full School tracksuit provided that he intends going straight home.
- 6.1.2 a learner may not go to public places in anything other than a full School uniform.
- 6.1.3 Learners must use side-walks for their own safety and that of other road users.

7 **Conduct regarding Transport:**

A learner is required to:

7.1 Public transport:

- 7.1.1 Enter in a calm and orderly manner in order of seniority.
- 7.1.2 Obey and assist any senior learner.
- 7.1.3 Stand and make way for any adult member of the public.
- 7.1.4 Stand and make way for any learner senior to himself.
- 7.1.5 Enter the bus at prescribed collection points (do not attempt to enter the bus at higher points along the route).
- 7.1.6 Inappropriate behaviour, whilst in transit, is strictly prohibited.
- 7.1.7 Inappropriate public displays of affection are strictly prohibited.

- 7.1.8 Any acts that endanger the safety of the individual and/or other learners or staff, are strictly prohibited.
- 7.1.9 Any form of sexual conduct is strictly prohibited.
- 7.1.10 Glenwood High School is an institution for teaching and learning, therefore, whilst on school grounds, all forms of rowdy and disruptive behaviour are prohibited.

7.2 Cars, motorcycles and bicycles may only be parked in designated areas. The required licenses must be lodged with the School.

8. Conduct while representing the School (incl. tours/excursions/leadership courses):

8.1 A learner is required to:

- 8.1.1 Meet all applicable dress requirements.
- 8.1.2 Be courteous and helpful.
- 8.1.3 Neither through action nor word bring discredit to either himself or the school.
- 8.1.4 Inappropriate behaviour, whilst in transit, is strictly prohibited.
- 8.1.5 Inappropriate public displays of affection are strictly prohibited.
- 8.1.6 Any acts that endanger the safety of the individual and/or other learners or staff, are strictly prohibited.
- 8.1.7 Any form of sexual conduct is strictly prohibited.
- 8.1.8 Glenwood High School is an institution for teaching and learning, therefore, whilst on school grounds, all forms of rowdy and disruptive behaviour are prohibited.

9. Attendance and Promptness:

- 9.1 Regular attendance is required during school hours (07h30 - 14h30).
- 9.2 A learner who has been absent from school is required to furnish reasons in writing and is to be signed by a parent or guardian. Absentee letters are to be presented immediately upon a learner's return to school or detention will be given.
- 9.3 A medical certificate is required for absences during examinations or for absences in excess of 3 (three) days.
- 9.4 Be on time for school, lessons and all extra-mural activities.
- 9.5 Move quickly and quietly in the corridors between periods, during breaks and before and after school. Running in the corridors is forbidden.

10. Sport and Cultural:

- 10.1 As per the Admissions' agreement with Glenwood High School, every learner is expected to play one (1) sport in the summer and one (1) sport in the winter. Failure to do so could result in disciplinary procedures and consequences.
- 10.2 When decisions are made regarding awards, learners will be assessed on their commitment, discipline, attitude, attendance at practices and matches, as well as their ability.
- 10.3 Having committed to a school sport, no learner is permitted to stop participating in the sport during the course of the season, unless permission to do so has been granted by the Director of Sport.
- 10.4 Learners are expected to honour their sporting commitments and are expected to attend all their practices and all their matches. If a learner is, for whatever reason, unable to attend a practice or match, he must notify his coach (or the person in charge) as soon as possible. He must provide a letter signed by his parent/guardian (verbal messages are unacceptable).
- 10.5 If a learner is ill on the day of a match (be it during the week or on a Saturday), the parent/guardian must contact the coach/master in charge/sports office no later than 07H00 on the morning of the match.

- 10.6 The coach/person in charge of the sport/team will take an attendance register at every practice and it is the responsibility of the learner to ensure that he is marked present. All information regarding practices/venues/times/dates/matches/transport will be communicated to the learners by the coach/person in charge.
- 10.7 The Web Page/D6/E-mail of the school are very important sources of information.
- 10.8 In the event of a learner being injured, it is the sole responsibility of the coach/person in charge to follow the correct procedures with regard to treatment, rehabilitation, hospitalisation, finances and insurance claims.
- 10.9 All learners are expected to maintain extreme standards of accepted behaviour. Respect must be shown at all times to the opposition, to the captain, to the coach, to the match officials to the vehicle drivers and to the administrators. Learners must know the rules/laws of the game/practice/match. Verbal and/or physical abuse will not be tolerated.
- 10.10 Learners are expected to be loyal and committed to the team, be hospitable to the opposition, and display good sportsmanship and humility, irrespective of the results.
- 10.11 Learners **MUST** play within their specific age group. Exceptions can be considered only after the Director of Sport has consulted with the learner/the parent/the coach/the school principal/the opposition.
- 10.12 The correct kit must be worn at all times (in accordance with the conditions of the specific sport code). When leaving the school, a learner **MUST** be dressed in either his full school uniform or in his full school track-suit. Learners **MUST** arrive and depart from a match venue in full school uniform. Learners are expected to give of their best at all times and to take responsibility for their actions and their performances.
- 10.13 Glenwood High School is a signatory to the South African Institute of Drug Free Sport Testing Protocol. Glenwood learners are accountable to this protocol. Random Drug Testing is permitted under the SA Schools Act 84 of 1996

11. **Physical Education:**

- 11.1 Physical Education is an integral component of the curriculum and participation is compulsory. Correct Kit must be worn.
- 11.2 Should a learner be physically incapable of participating he will be excused provided he has a letter from his doctor or parent.

12. **Electronic equipment:** (*see policy*)

13. **Standing Instructions: General Rules**

- 13.1 **No cell phones or electronic goods (including earphones) are allowed at Glenwood High School at any time.**
- 13.2 Teaching time will not be used to investigate stolen cell phones.
- 13.3 Special permission must be obtained from the Grade Controller to bring a cell phone to school (special circumstances) which then must be handed into the Finance Office each morning for safe keeping and collected at the end of the school day.
- 13.4 Any learner using a cell phone or in possession of one where no permission has been obtained, will have his device confiscated for the remainder of the term.

14. **Acceptable usage:**

- 14.1 The use of handheld devices (cellular phones/tablets) in order to enhance classroom learning, only under direct supervision of a staff member. Staff to provide lesson plan and arrange with IT teacher for usage.
- 14.2 Communication during emergency situations, provided permission has been granted by a staff member.
- 14.3 Cellular phones to be used to contact parents in designated areas.

15. Criminal offences:

- 15.1 The theft, borrowing, using, breaking, damaging, defacing, hiding, removing, or going into the memory or storage capacity of a cell phone/mobile device belonging to someone else. Sending threats, and/or hoaxes in order to condense/disrupt class-time, tests, exams.
- 15.2 Spreading of rumours and/or misinformation.
- 15.3 Using the cell phone for selling/distributing/cyber-bullying/harassment/anti-social activities/unwanted text messages.
- 15.4 Taking and distributing inappropriate photographs, making video clips (inappropriate behaviour – fighting/sexual harassment/inappropriate images from the Internet.
- 15.5 Provoking a teacher and then capturing/circulating the resultant response.

16. Bringing Cell Phones to School:

- 16.1 Learners are personally and solely responsible for the use and security of their phones. Nobody, other than the learner, is responsible for the loss/theft/damage/unauthorised use of a cell phone.

17. Ownership and Privacy:

- 17.1 The school reserves the right to check on any usage/ content/ files/ messages/ pictures/ data/ images/ photographs which might be viewed/ read/ sent/ received/ stored on a cell phone or mobile device.
- 17.2 Access to WWW/e-mail/Internet/Wi-Fi/school servers is filtered and managed in-house and cannot therefore be regarded as private.
- 17.3 The school has the right to investigate the e-mail account/electronic equipment/social networking domains/Facebook/Instagram/Twitter/ of any user where there is reasonable suspicion that the rules/laws might have been transgressed.
- 17.4 If the policy of the school is transgressed, the following sanctions may be applied:
 - 17.4.1 A teacher may confiscate the device and hand it in at the designated place for safekeeping (Glenwood High School Finance Office)
 - 17.4.2 Those people authorised by the School Principal can intervene and inspect the contents of the device to determine the reason behind the usage of the device
 - 17.4.3 The School Principal may take the matter further (disciplinary process/ relevant authorities/ Governing Body/ School Counsellor/ Social Worker/ Education Department/ Police)

18. Confiscation Procedures:

When a cell phone is confiscated, the following information must be documented and filed:

- 18.1 Date of Confiscation
- 18.2 Time of Confiscation
- 18.3 Location of Confiscation
- 18.4 Name of the person confiscating the device
- 18.5 Name and address of the learner in possession of the phone/device at the time of confiscation.
- 18.6 Name and address of the owner of the device/phone
- 18.7 Description of the device including the serial number
- 18.8 Reason for the Confiscation.
- 18.9 Details of the evidence of inappropriate content.

Cell phone used for 'cheating' purposes: (As per NSC regulations)

“In terms of the KwaZulu-Natal Senior Certificate Examination regulations any candidate found to be in possession of a cell phone while he is writing an examination is given ‘O’ mark.”

The same rule applies to our learners in Grade 8 – 11 during examinations.

19 Lockers:

- 19.1 Each year, learners have to apply for a locker. The annual cost is R100.00, payable to the Finance Office.
- 19.2 It is your responsibility to ensure that your padlock on your locker has a duplicate key lodged with Form Head.
- 19.3 No learner may change the lock on his locker without first consulting Form Head.
- 19.4 No locker may be removed to any other part of the school nor may any door be detached and affixed to any other locker.
- 19.5 Learners may not 'swop' their lockers. They are to retain those lockers with which they were issued.
- 19.6 No learner may 'take over' a locker from a learner who has left the school without first consulting with Form Head.
- 19.7 All lockers are cleared out at the end of every academic year. Learners are expected to remove all personal items by the close of school each year. Locks are cut off if lockers are not cleared and the contents disposed of to a charity.

SECTION C: OFFENCES & SANCTIONS

The Code of Conduct has been classified into six (6) levels, depending on the severity of the misdemeanour.

LEVEL 1

OFFENCE	ACTION	MINIMUM CONSEQUENCES
Usually a 1st time offence	Prefect	<ul style="list-style-type: none"> • Basket • Reflection
Neatness (hair/buttons/shoes/ties/shirts)		
Horseplay leading to injury	Teacher	<ul style="list-style-type: none"> • Detention
Littering		
Shouting / Eating / Drinking in class		

LEVEL 2

OFFENCE	ACTION	MINIMUM CONSEQUENCES
Frequent repetition of Level 1 offences where initial disciplinary action was ineffective	Prefect	<ul style="list-style-type: none"> • Basket • Reflection • Detention
Problems in the classroom that the teacher can deal with		
Late/Loitering	Teacher	<ul style="list-style-type: none"> • Detention • Contact Parents
Homework not done		
Spitting in public / Scrounging – Begging for food money; intimidation of peers/ juniors		
Late to school		
No PE kit		

LEVEL 3

OFFENCE	ACTION	MINIMUM CONSEQUENCES
Frequent repetition of Level 2 offences	Form Head	<ul style="list-style-type: none"> • Counselling • Detention • Contact Parents • Apology letter • Community Service
Serious pupil offences that are directed at other pupils		
Gambling for/with money		
Playing card games		
Punishment not done		

LEVEL 4

OFFENCE	ACTION	MINIMUM CONSEQUENCES
Frequent repetition of Level 3 offences	Discipline Officer	<ul style="list-style-type: none"> • Hearing • Suspension • Counselling • Drug / Alcohol tests to be conducted • Contact Parents
Selling products at school without permission		
Foul / Abusive language		
Insolence		
Dishonesty		
Truancy/Bunking		
Fighting		
Not attending School compulsories	Form Head	
Caught in possession of Pornographic Material		
Petty theft		
Disobedience		
Graffiti on school property		
Jewellery/Tongue Studs/Tattoos		

LEVEL 5

OFFENCE	ACTION	MINIMUM CONSEQUENCES
Frequent repetition of Level 4 offences	Discipline Officer & SGB	<ul style="list-style-type: none"> • Hearing • Contact Parents • Counselling • Drug / Alcohol tests to be conducted • SGB Tribunal • Suspension • Expulsion • Criminal Charge • SA Police Services
Theft (larceny)		
Bullying (physical /verbal /cyber)		
Possession of (and threats) dangerous weapons/ Fireworks		
Disrespect and/or threatens a Prefect		
Assault		
Smoking / vaping		
Cheating in tests/exams		
Disrespect of school property and the property of others		
Selling/Possession of illegal substances		
Breach of Electronic Policy / Use of Electronic equipment for illegal purposes		
Being on school property, outside of school requirements, without permission (trespassing)		
Forgery of Tasks, Assignments ,projects, letters and Doctors' notes		

LEVEL 6

OFFENCE	ACTION	MINIMUM CONSEQUENCES
Frequent repetition of Level 5 offenses	Discipline Officer & SGB.	<ul style="list-style-type: none"> • Contact Parents • Drug / Alcohol tests to be conducted • SGB Tribunal • Expulsion • Criminal Charge • SA Police Services
Disruption of the Teaching and Learning Process		
Bringing the name of the school into disrepute		
Arson		
Robbery/Breaking and entering/Extortion/ Any major criminal offence		
Forwarding of derogatory messages/images/videos via social media		
Physical assault with GBH /with a deadly weapon		
Racism / Racial Slurs / Hate Speech		
Breach of Covid-19 Policies.		
Disrespecting and/or threatening a staff member		
Under the influence of Alcohol at school		
Under the influence of illegal substances		
Interfering with CCTV cameras or other electronic equipment		
Health & Safety violation or endangering the lives of others		
Loan sharking or extortion		

ADDENDUM: COVID-19 POLICY

These measures have been put in place for the safety of everyone involved. Please follow the restrictions and protocols carefully.

For reference, where the word EVERYONE appears, this applies to learners, teachers and all staff currently working on the campus.

- Staff and guests will enter through ZK Matthews. Screeners will be on duty to ensure all COVID 19 protocol are met.
- Everyone must wear face masks whilst inside the school grounds. This will include the quads, classrooms and any other area on campus. Masks are available for purchase if you do not have one. Please contact Up & Under if you wish to purchase one.
- The change rooms and pool area are strictly out of bounds. Everyone must refrain from using either of these facilities.
- No-one is permitted to loiter after school! Learners are to leave directly after the final bell.
- If any learner/teacher/staff member has any flu like symptoms including, but not limited to, sore throat/continuous coughing/fever, they are to self-quarantine until the symptoms disappear.
- No learner/teacher/staff member may, at any time, spread fake news about Covid-19. This will be taken seriously as it breaches the current State of Disaster Regulations.
- No learner/teacher or staff member may pretend to, or in jest, cough/sneeze or spread the virus in any way. This is in contravention of the State of Disaster Regulations.
- All service providers must fill out the designated screening form before being allowed to enter the premises.
- No congregating in groups, especially before/after school and during break times.
- There must be a minimum of 2 staff members per quad during breaks. Senior Management to be visible and assist with keeping restrictions in place.
- When inside a classroom, every effort must be taken to space yourselves out to assist with social distancing. Teachers to setup their classrooms accordingly and to assist with a seating plan.
- Everyone must use hand sanitiser as they enter any classroom.
- Teachers will ensure that they wipe down desks as often as possible after a class has left their venue.
- During movement in between classes, please keep your masks on and do not stop to talk to others on the corridors. As best as possible, keep your distance from others. Teachers to stand at doors to monitor and encourage learners to move as quickly as possible. Senior Management to make sure they are on duty to assist.
- No sharing of any stationary, textbooks or any other personal items.
- No sharing of food, fluids or food items is permitted.
2 staff members will be on duty at the entrance of the Up & Under Coffee Shop with hand sanitisers. Anyone entering the coffee shop must cleanse their hands first. Whilst standing in the queue you must keep a 2m distance from all other people. Initially, only 25 learners will be allowed to enter the tuck-shop.
Up & Under Coffee Shop staff must wear protective face masks and, during peak hours, wipe down all tables and counters regularly.
- Bathroom breaks will be severely restricted to emergencies only. Teachers must monitor learners and ensure they are not abusing this system.
- If anyone does use the toilet, it is expected that they must wash their hands with soap and water and make sure the bowl is empty after flushing.

- Toilets will be locked during school academic time, with the bottom bathroom being left open for emergencies only. The toilet on the first floor will be opened during the breaks. Please remember, learners should not be in the school building during breaks.
- Toilets to be cleaned as often as possible.
- At the end of the school day, teachers are to wipe down all desks before leaving their classrooms (peripatetic included).
- Immediately after everyone has left the premises, a team of trained support staff will deep clean every venue using the back pack dispenser and the necessary chemicals.

PLEASE NOTE THESE PROTOCOLS AND REGULATIONS DO NOT, IN ANY WAY, REPLACE THE PROTOCOLS SET OUT BY THE GOVERNMENT OR THE DOE REGARDING LIMITATIONS AS PER THE DISASTER ACT. THEY ARE MERELY ADDITIONAL AND SPECIFIC INTERVENTIONS TO KEEP US ALL SAFE.