



**PORT SHEPSTONE
HIGH SCHOOL**

***AN ENGLISH MEDIUM
SCHOOL***

CODE OF CONDUCT

**ON ADMISSION TO PORT SHEPSTONE HIGH
SCHOOL ALL PARENTS / GUARDIANS AND
THE LEARNERS ACKNOWLEDGED
ACCEPTANCE OF THIS DOCUMENT AS
BINDING ON THE CONDUCT OF LEARNERS.**

CODE OF CONDUCT

Circular No. GEN. 18/19

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INTRODUCTION

1. A Code of Conduct is essential to achieve the academic aims of the school and to establish a purposeful and safe school environment that is dedicated to the promotion and preservation of a positive learning process.
2. This Code of Conduct is based on the recognition of the human dignity of each of the learners and must be applied with all reasonableness, fairness and consistency with the aim of corrective results for the individual.
3. The concept of RESPECT is central:
 - 3.1 Respect for myself – my appearance, work quality and behaviour in and out of school.
 - 3.2 Respect for others – superiors, inferiors and equals as people, as well as for their property.
4. This Code of Conduct finds its foundation in:
 - 4.1 the Constitution of the Republic of South Africa, Act No. 108 of 1996,
 - 4.2 the South African Schools' Act, Act 84 of 1996, as amended,
 - 4.3 the needs and general concern of the community that serves our school and,
 - 4.4 the cultural milieu of the parent community.
5. Nothing will make a learner exempt from adhering to the Code of Conduct of the school (Government Gazette No: 18900 of 15 May 1998).
6. This Code of Conduct must be read in conjunction with all relevant legislation (national and provincial), and in the event of a contradiction the national legislation will take precedence.

PURPOSE OF THE CODE OF CONDUCT

7. To provide each learner with the full opportunity to reach optimal development of his or her special potential, talents and characteristics through the establishment of a healthy learning culture within a safe and secure school environment.
8. With the emphasis on general values and moral standards to place educational aims, such as a sense of duty and responsibility and obtaining a positive self-image within reach of every learner.
9. To establish the principle of mutual respect, tolerance and harmony among the learners.
10. To lead the learners to responsible and independent decision-making.

GENERAL RULES AND GUIDELINES

SCHOOL TIMES, RELEASE OF LEARNERS DURING SCHOOL HOURS, LATECOMING AND ABSENTEEISM

11. School commences at 07h40 from Monday to Friday.
12. The academic school day ends at 14h15 from Monday to Friday.
13. Should learners arrive late they must proceed immediately to the Receptionist and then to their register teacher, who will record their late coming. Parents will be contacted in the event of persistent tardiness.
14. Learners may not be absent from class without permission and the learner's Record Book must be signed if a learner is out of class.
15. Learners may not leave the school premises at any time without permission from their Head of Grade. A pre-arranged EXEAT must be presented.
16. Only a parent or legal guardian may remove a learner from school. Brothers, sisters, relatives, family friends or employees of the parents may not be sent by a parent / legal guardian to collect their child.
17. Parents / legal guardians need to proceed to the reception area of the school where their child will be signed out in their presence. The parent / legal guardian may have to provide proof of identity.
18. Should a parent / legal guardian be prohibited from collecting a learner from school, they will be referred to the Head of Grade.
19. All absence must be verified in writing by a letter from the parent / legal guardian, on the day that the learner returns to school, and must be accompanied by a doctor's certificate if the absence was for 3 or more days. A doctor's certificate is also required if a learner misses an exam, test or any other form of assessment. Parents / guardians should phone (039 6822553) or email the school on info@pshs.co.za on the day their child is absent.
20. Sport / Extra-Mural and Co-Curricular Programmes take place between 14h15 and 16h30 from Monday to Thursday.

BEHAVIOUR

21. Learners must behave with courtesy, tolerance and consideration towards others and respect must be shown to all persons in positions of authority.
22. No untoward physical contact between learners is permitted.
23. Learners may not disrupt the learning process in any way.
24. Aggressive and abusive behaviour and any form of intimidation, bullying, victimisation, physical or verbal abuse will not be tolerated.

25. Learners must not, at any time whatsoever, endanger the lives of others and may not have in their possession a weapon of any type or nature.
26. Learners must be protected against substance abuse:
 - 26.1 SMOKING – smoking will be treated in accordance with General Notice 3427 of 2202 in Government Gazette dated 13th December 2002 No. 24172. Smoking is a criminal offence and the law provides for fines.
 - 26.2 ALCOHOL TESTING – learners suspected of being under the influence of alcohol will be tested using a non-invasive Breathalyser kit. If testing positive, the parents / legal guardians will be contacted and will be expected to collect the learner from the school. They will also be informed in writing or by electronic message, and the learner should attend a counselling session with a school counsellor. With second or ongoing offences the parent / legal guardian will be notified in writing or by electronic message and a letter of warning will be issued. Parents / legal guardians will be called in for a meeting and must contract to counselling for the learner, either privately or at the public hospital with a healthcare worker. Consumption/possession of alcohol is prohibited.
 - 26.3 SUBSTANCE ABUSE – learners suspected of abusing any illegal substance may be asked to go for a test, the cost of which will be borne by the parent. The school may also use a urine test kit to test for drug abuse in accordance with guidelines and parents / legal guardians will be informed of the test results in writing or by electronic message, and the learner should attend counselling sessions with a school counsellor. In respect of second or ongoing offences the parent will be notified in writing or by electronic message and a letter of warning will be issued. Parents / legal guardians will be called in for a meeting and must contract to counselling for the learner, either privately or at the public hospital with a healthcare worker.
27. Learners must comply with all safety and security measures devised to protect life and property.
28. School books and other property must be cared for.
29. Learners must move quickly from one lesson to the next without talking or making a noise. The 'keep left' rule applies in corridors & on stairways.
30. Pupils may not litter and recycling is encouraged.
31. Learners may not chew gum at school.

RECORD BOOK

32. Each learner is issued with a Record Book at the beginning of each year.
33. All relevant pages must be completed and signed within the first week of issue.
34. Learners must carry their Record Book with them at all times and educators will use it to communicate with parents / guardians.
35. The Record Book must be produced upon demand by any authorised person of PSHS.
36. Learners not in possession of a valid Record Book in good condition may be excluded from extra-mural activities or the use of school facilities until they have a replacement.
37. Record Books may not be defaced in any way, and if lost must be replaced within a week, at a cost to the learner of R 50. After the first replacement book, every additional replacement will be double of the amount of the previous replacement.
38. Record Books must be covered with clear plastic / contact sheet, and only the learner's name is permitted on the outside of the book.

LEARNER I.D. CARD

39. Each learner is issued with an I.D. Card.
40. Learners must wear their I.D. Cards clipped to their uniform at all times.
41. The I.D. Card must be produced upon demand by any authorised person of PSHS.
42. Learners not in possession of an I.D. Card in good condition may be excluded from extra-mural activities or the use of school facilities until they have a replacement.
43. I.D. Cards may not be defaced in any way, and if lost must be replaced within a week, at a cost to the learner of R 40. After the first replacement card, every additional replacement will cost R 10 more than the previous issue.
44. If an ID card clip breaks, then it must be replaced within 3 days at the learner's expense.

OUT-OF-BOUNDS AREAS

45. Access to school buildings before 07h30 and after 14h30 is prohibited unless the learner is involved in an official school activity.
46. The Boarding Establishment and surrounding area (including the road between the pool and the dining hall) is out-of-bounds to all learners except resident boarders.

47. It is the responsibility of the learner to be familiar with the out-of-bounds maps displayed on notice boards, in registration rooms and in their Record Book.
48. On rainy days learners may be inside the buildings in their designated areas, but may not be on the stairways.

BUSES

49. Learners travelling in private transport in school uniform must behave in a manner that does not reflect poorly on the school.
50. Learners using buses paid for by the school may only do so if they are involved in a legitimate school activity.
51. School or bus trips which return late may drop learners along the way provided the learners have prior written permission from their parents / legal guardians indemnifying the duty educator.

SICKROOM

52. If a learner is feeling ill during school hours he / she must have his / her Record Book signed by the Head of Grade and then must report to the sickroom secretary.
53. Visitors are not allowed in the sickroom.
54. Parents / legal guardians collecting learners who are ill must report to the Receptionist.

FIRST AID POLICY

55. Parents must ensure that their contact details and an emergency number are recorded at the school.
56. If a learner is injured, either at school or away, the learner's parents / legal guardian will be contacted and informed of the nature of the injury.
57. If treatment by a doctor is required the parents / legal guardian will be informed and must give the duty educator instructions as to which doctor / hospital they wish the learner to be taken to, depending on the learner's membership of a medical aid.
58. If treatment occurs within a reasonable time the duty educator may wait for the learner, however if the treatment will take a long time or the learner is admitted overnight, then the parent / legal guardian will be expected to collect the learner.

59. If a duty teacher cannot contact the parents / legal guardians of a learner or if there is doubt of the learner's membership of a medical aid, then the learner will be taken to the nearest provincial/state hospital for treatment.
60. While on outings and excursions etc., the school will not provide any medication. If the learner is on medication then such medication may be left with the duty educator for safe keeping. However the learner must go to the duty educator at the scheduled time to receive his / her medication.
61. When an illness or injury occurs on a school outing the duty educator will contact the parents / legal guardians to arrange an appropriate course of action or treatment.
62. RUGBY – trained medical personnel are required to be in attendance at all matches. The school will ensure that suitable qualified personnel and access to an ambulance service is in place for all home games. For away matches it is the duty of the host school to ensure that appropriate measures are in place.
63. OTHER SPORTS – the only side line treatment provided will be ice packs and bandages. No medication will be issued. The duty educator will contact the parents / legal guardians if the injury requires medical intervention. Once the learner has been taken to an appropriate medical facility, the parents / legal guardians will have to fetch their child and organise discharge and payment.

EXTRA-MURAL ACTIVITIES

64. Participation in extra-mural activities is not compulsory; however, learners are strongly encouraged to participate.
65. If a learner commits himself / herself to an activity, then all practices, matches and rehearsals are compulsory.

COLOURS COMMITTEE

66. The Colours Committee meets regularly to reward exceptional ability, achievement and service of worthy learners who meet various specific criteria.
67. The Colours Committee of PSHS consists of educator members and 2 learner members and is overseen by a Deputy Principal.
68. Nominations and proof of achievements are submitted to a full meeting of the Colours Committee for consideration and a decision is made on the basis of information received.

69. No awards will be made to learners who have brought the school's name into disrepute and management has the right to withdraw awards from learners who have not lived up to the school's reasonable expectations.
70. If a learner, parent, legal guardian or coach does not agree with an award they can make written application to the Principal providing relevant facts. The Principal may either refer the matter back to the Colours Committee or may make a decision based on his own investigation. In either case this decision will then be final.

CELL PHONES AND ELECTRONIC DEVICES

71. The use of cell phones is restricted to breaks and after school. No cell phones may be used during lesson times for any reason whatsoever – they may not be used as 'calculators' or 'watches'.
72. When not in use cell phones must be switched off and not just stored in silent mode.
73. Cell phones used in classrooms or out of the designated times will be confiscated and can only be claimed at the end of the day with the payment of a fine. R50 will be payable for a first time offence, and the fine will increase in increments of R50 for each new transgression.
74. Learners who need to make an urgent phone call during lesson time must obtain permission from the Head of Grade and go to Reception to make arrangements.
75. Cell phones must be kept by learners on their person and not left in bags.
76. The school cannot take responsibility for the loss of a cell phone or any other electronic devices. Anyone alleged to be guilty of theft will be suspended pending a hearing by a Governing Body Disciplinary Tribunal.
77. Headsets of any type and design are not permitted. This includes ear phones connected to a cell phone. Items of this nature will be confiscated and returned at a later date.

USE OF COMPUTERS / TABLETS AND INTERNET

78. The easy access to large amounts of material available on the internet has resulted in some learners copying this information and representing it as their own work. This is plagiarism and guilty learners will be severely penalised.
79. The use of the school's Wi-Fi and Computer Network is a privilege and not a right and inappropriate use will result in the privilege being withdrawn.

80. Learners are responsible for ensuring that their devices are protected by passwords and ensuring effective security. Any breaches or attempted breaches in security should be reported immediately to an appropriate person.
81. Electronic mail (email) is not guaranteed to be private. Messages relating to, or in support of, illegal activities must be reported.
82. No learner will be permitted to send or receive messages that include, indicate or suggest racism, sexism, inappropriate language, pornography, unethical or illegal solicitation or any other undesirable material.
83. Learners will not be permitted to gamble, make purchases by means of credit cards or similar instruments, view or participate on websites with explicit sexual, violent or satanic material or websites restricted to persons over the age of 18 years, regardless of the learner's age.
84. Vandalism will not be tolerated, including any malicious attempt to harm or destroy data of the Network or any other user, creating or uploading computer viruses or attempting to access any address or programme which requires a password that the learner is not entitled to know.
85. Parents must understand that it is impossible for the school to restrict access to all controversial materials and that they cannot hold the school or staff responsible for anything acquired on the Network. Any misuse that comes to the attention of parents / legal guardians must be reported immediately.

DISCIPLINARY PROCEDURES

86. Learners must understand that corrective action may be taken against them if they contravene the Code of Conduct or acceptable standards of behaviour.
87. Disciplinary action will be in accordance with the provisions of the KwaZulu-Natal School Education Act No. 3 of 1996 and Section 8 & 9 of the South African Schools Act, No. 84 of 1996, as amended.

DISCIPLINE STRUCTURES IN THE SCHOOL

88. Junior learners will be expected to respect their seniors.
89. The EXECUTIVE COUNCIL OF LEADERS deal with minor contraventions of the Code of Conduct. A record of any misdemeanours will appear in the learner's Record Book.

90. EDUCATORS deal with unsatisfactory behaviour, attitude or performance of a learner and a record of these misdemeanours will appear in the learner's Record Book.
91. HEADS OF DEPARTMENT maintain:
- 91.1 BREAK DETENTION on 2 days a week that learners with 3 notations in their Record Book are obliged to attend. The learner's parent / legal guardian will have to sign the Record Book notification of the break detention.
 - 91.2 AFTERNOON DETENTIONS are held on Tuesday and Wednesday from 14h15 to 16h00 and are automatically instated after 2 HOD Detentions in one term. Parents / legal guardians are advised of the date and offence, and transport home after the detention must be arranged by the learner. If a learner receives a 3rd afternoon detention, then the parents / legal guardian are requested to come to the school to discuss their child's behaviour.
 - 91.3 SATURDAY MORNING DETENTIONS are held from 08h00 to 12h00 for repeat offenders and learners must attend in full school uniform and arrange their own transport.
92. HEADS OF GRADE deal with inexcusable or offensive behaviour of a serious nature. After an investigation into the offence, the Head of Grade will decide if the parents / legal guardians should be involved, and if necessary a letter or electronic message will be sent to the parents / legal guardians requesting an immediate meeting.
93. The DEPUTY PRINCIPAL in charge of Discipline will call the parents / legal guardians to the school if a learner's behaviour remains unsatisfactory.
- 93.1 A detailed INVESTIGATION into the charges will be conducted and a decision to take further steps will be made by the school and the Governing Body, if deemed necessary.
 - 93.2 DISCIPLINARY HEARINGS may be conducted by the school and the Governing Body into allegations of serious misconduct against a learner.

DISCIPLINE HEARINGS

94. The learner involved must be given at least 5 working days' written notification of the time, day and place of the hearing, as well as of the charges brought against the learner.
95. The learner and his / her parent or legal guardian have the right to place evidence before the tribunal in order to refute the allegations and may

- make representations in defence and mitigation in respect of the charges.
96. Witnesses may be brought before the tribunal to give testimony to the charges and the learner or his parents / legal guardians may call witnesses to the hearing in his / her defence.
97. Representations why the learner should not be suspended / expelled from school may also be made.
98. The tribunal may impose one or more of the following penalties if the learner is found guilty:
- 98.1 A warning.
 - 98.2 Any penalty provided for in the Code of Conduct including a fine not exceeding R 300.
 - 98.3 A written undertaking of good conduct from the learner.
 - 98.4 A recommendation / probation with conditions to be met by the learner in order to continue at PSHS which may include:
 - 98.4.1 A psychological report.
 - 98.4.2 A daily report back (blue book) signed by educators and parents / legal guardians.
 - 98.4.3 A good behaviour report.
 - 98.4.4 A test for substance abuse – the cost to be borne by the parent.
 - 98.5 Suspension for a period of up to seven days.
 - 98.6 A recommendation to the Head of Department that the learner be expelled from the school.
 - 98.7 The expulsion of a learner from the Boarding Establishment.

SUSPENSION OF A LEARNER

99. The Chairperson of the Governing Body or the Principal acting on his/ her behalf, may order the suspension of a learner, pending the hearing of charges against such learner by a Disciplinary Tribunal of the Governing Body.
100. This is a serious measure and will be resorted to only when a learner is accused of serious misconduct for which he / she may be expelled from the school and where, in the opinion of the Governing Body/school, the continued presence of such learner will endanger the maintenance of discipline or social well-being at the school, or hinder or prevent the investigation into his / her conduct.

EXPULSION OF A LEARNER

101. A learner may only be expelled if found guilty of serious misconduct by the Governing Body. The ground of expulsion from a public school are set out in Regulation 4 of the Regulations which provide that a learner may be expelled from school if he / she:
- 101.1 Intentionally violates any regulation in terms of the Act or any provision of the Code of Conduct framed in terms of regulation 2 which may be grounds for expulsion.
 - 101.2 In or outside the buildings or on or off the premises of the school and whilst under the control of school authorities, intentionally conducts himself / herself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school.
 - 101.3 Intentionally damages, destroys, uses or appropriates property of the school or any other person or body.
 - 101.4 Intentionally contravenes any regulation or instruction pertaining to examinations
 - 101.5 Wilfully disobeys a legitimate instruction given by the Principal or by an Educator authorised to do so by the Principal.
 - 101.6 Intentionally gives false information to the Principal or any Educator.
 - 101.7 Has been convicted in a court of a serious offence
 - 101.8 Incites or instigates or procures a fellow learner to contravene or to fail to comply with any regulation or instruction made in terms of this Act, or any rule of such school.
 - 101.9 Violates the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing Educators from providing classes or in any other manner.
 - 101.10 Refuses, without good reason, to attend classes or to receive tuition, or without sound reason deliberately absents himself / herself from school or classes.
 - 101.11 Commits an act of insubordination towards an educator or other person who occupies a position of authority over him/her at school.
 - 101.12 Prevents or attempts to prevent any Educator or member of staff from carrying out his / her normal duties.

- 101.13 Conducts himself / herself in a disgraceful, improper or unbecoming manner.
- 101.14 Possesses or uses a habit-forming drug without a prescription from a registered medical practitioner.
- 102. Learners must understand that serious misconduct is not restricted to those acts which take place on school premises. Misconduct which takes place elsewhere, but whilst the learner is involved in an activity connected with the school, is punishable if it is, or could be seriously detrimental to the maintenance of order or discipline at the school.

GENERAL

- 103. Apart from the corrective measures detailed above, one or more of the following penalties may be imposed on a learner by the Governing Body:
 - 103.1 A fine not exceeding R 300, the proceeds whereof are to be paid to a body or organisation determined by the Governing Body.
 - 103.2 Probation.
 - 103.3 Service without remuneration for the benefit of the school or community.
 - 103.4 The performance of a reasonable task.
 - 103.5 Participation in a programme approved by the Governing Body.

UNIFORM REQUIREMENTS

- 104. At all times learners must observe the dress code for either boys or girls. This includes Grade 12 learners writing their final examinations as candidates.
- 105. **Any amendment to the Code of Conduct may be effected by the Governing body after consultation with the Representative Council of Learners, the parent's/legal guardians and Educators.**

UNIFORM REQUIREMENTS

GENERAL UNIFORM RULES

- Full winter uniform must be worn on school outings
- Full uniform (of the season) must be worn to all sporting events.
- Blazers must be worn to full school assemblies from 1st June to 31st Aug
- All items of uniform must be clean, neatly ironed and in a good state of repair and not tight fitting.
- If a uniform becomes too tight, it must be replaced immediately
- All items of uniform should be marked with the learner's name and surname
- Only official school badges may be worn on the uniform
- I.D. CARDS ARE A COMPULSORY PART OF THE SCHOOL UNIFORM AND MUST BE CLEARLY VISIBLE
- THE I.D. CARD MUST BE WORN CLIPPED ON THE LEFT COLLAR OF THE SHIRT OR BLAZER AT ALL TIMES - IT MAY NOT BE BACK-TO-FRONT OR CARRIED IN A POCKET
- The LEARNER RECORD BOOK is a compulsory part of the school uniform and must be carried by learners at all times
- SUMMER UNIFORM is to be worn from January to the end of May and from 1st September to December
- WINTER UNIFORM is to be worn from 1st June to 31st August

SCHOOL DRESS CODE FOR BOYS

MAROON BLAZER	<ul style="list-style-type: none">• COMPULSORY from 1st June to 31st August• A tie must always be worn with the blazer in winter• Blazers must be washed / dry cleaned regularly• Pocket badges must be sewn on if the self-stick backing becomes loose• Lost buttons must be replaced with original silver buttons• Blazers may not be worn over the tracksuit top• Blazers may we worn with shorts
JERSEYS	<ul style="list-style-type: none">• The jersey may be worn alone only when in class• Sleeveless jerseys may only be worn under a blazer
TRACKSUIT	<ul style="list-style-type: none">• Tracksuits may NOT be worn as part of the uniform – they are only to be used as part of a sports kit
	<ul style="list-style-type: none">• Mid-grey terylene or wool trousers or polyester shorts may not have a width of less than 20cm• Trousers may not be longer then the heel of the shoe – hems must be taken up and sewn in place• Dark grey school socks must be worn

SCHOOL DRESS CODE FOR BOYS

GREY SHORTS	<ul style="list-style-type: none">• Shorts may be worn as summer or winter uniform• Dark grey knee length socks must be worn with the shorts
BELTS	<ul style="list-style-type: none">• A plain black or grey belt may be worn with a single, small buckle• No ornate buckles are permitted
SHIRTS	<ul style="list-style-type: none">• All shirts must be worn tucked in• White short sleeved shirt with school badge on pocket may be worn open-necked during summer uniform months• If long sleeved shirts are worn in summer uniform months, these must be worn with ties. Sleeves may be rolled up neatly above the elbows or buttoned at the cuff• A white golf shirt with a school badge may be worn as summer uniform. Top button done or not
TIES	<ul style="list-style-type: none">• The tie must extend no less than 7cm from the bottom of a tucked in shirt
BLACK SHOES	<ul style="list-style-type: none">• Only a plain black leather lace-up school shoe may be worn. Suede, canvas, fabric or slip-ons are not permitted• Shoes must be cleaned and polished regularly
HAIR	<ul style="list-style-type: none">• Hair must be clean, neat and tidy and must be cut regularly• Hair at the back should be worn well clear of the collar• Hair on the sides should be off the ears• Only a single straight combed parting is permitted• Hair should not be “bushy” and must be kept out of the eyes• No outrageous styles or colours will be permitted.• “Fades” may not be more than 3.5cm from the forehead upwards. “Comb-overs” may not be too long and should be off the ears and out of learner's eyes• Natural hair must be of reasonable length and should not be excessively high on the top or sides, but rather combed neatly

SCHOOL DRESS CODE FOR BOYS (continued)

JEWELLERY	<ul style="list-style-type: none">• A simple plain functional watch may be worn• No jewellery is permitted, except a plain wedding band for married learners• A Head of Grade must give permission for jewellery to be worn for health reasons e.g. Medic-alert bracelet• Items of a religious or cultural nature may only be worn with the permission from the Principal or Deputy Principals, and must be noted in the learner's Record Book
FACIAL HAIR	<ul style="list-style-type: none">• All boys must be clean shaven at school, and while at weekend sport fixtures or any other school activities• No long side-burns are permitted• A recommendation from a Dermatologist (skin specialist) is required for boys suffering from a skin condition. This must be stuck in the Record Book after it is brought to the attention of the Heads of grade.• If boys are following a religious or cultural requirement, then a letter stating the reasons why this should be allowed from a senior member of that religion should be presented to the school. If it is approved after a meeting with parents to confirm the obligation, it will be stamped by the Principal/ Deputy Principals and must be carried in the learner's record book and presented upon request. All staff will be informed of the names of such learners
MAKE-UP	<ul style="list-style-type: none">• Make-up is not permitted at school• Permission for a learner to wear base for medical reasons must be obtained from the Principal or Deputy Principals, and must be noted in the learner's Record Book

SCHOOL DRESS CODE FOR BOYS (continued)

NAILS	<ul style="list-style-type: none">• Nails must be kept short and clean
CONTACT LENSES	<ul style="list-style-type: none">• Only normal prescription contact lenses are permissible• Coloured contact lenses are not permitted
TATTOOS	<ul style="list-style-type: none">• No visible tattoos are permitted

SPORT DRESS CODE FOR BOYS

COMPULSORY KIT	A new P.E. kit is available from Lucky's Port Shepstone. The previous P.E. kit is being phased out.
SWIMMING	P.E. Kit and black / school Speedo or black tights
WATER POLO	P.E. Kit and black / school Speedo or black tights
ATHLETICS and CROSS COUNTRY	PRACTICE <ul style="list-style-type: none">• P.E. Kit or athletics vest with maroon shorts MEETS <ul style="list-style-type: none">• Maroon shorts with athletics vest or P.E. top• School tracksuit
BASKETBALL	PRACTICE <ul style="list-style-type: none">• P.E. Kit or athletics vest with maroon shorts MATCHES <ul style="list-style-type: none">• Maroon shorts and vest (either school or sponsored)• School tracksuit
CRICKET	PRACTICE <ul style="list-style-type: none">• P.E. kit or white shirt or t-shirt with white shorts MATCHES <ul style="list-style-type: none">• Junior – White shorts, white school shirt or golf shirt, long maroon socks and white shoes• Senior – White longs, white school shirt or golf shirt, grey socks, white shoes and white wide-brimmed hat or official cricket cap• Half day games – blazers with full kit• Full day games – full winter uniform

SPORT DRESS CODE FOR BOYS (continued)

HOCKEY	<p>PRACTICE</p> <ul style="list-style-type: none">• P.E. Kit or athletics vest with maroon shorts <p>MATCHES</p> <ul style="list-style-type: none">• P.E. Kit, maroon socks with white stripes <u>1st Team only</u>• Kit to be advised, depending on sponsor
RUGBY / TOUCH RUGBY	<p>PRACTICE</p> <ul style="list-style-type: none">• School rugby jersey, Black T shirt with black shorts, or P.E. kit. Black tights may be worn under the shorts <p>MATCHES</p> <ul style="list-style-type: none">• School maroon and blue rugby jersey, maroon socks with white stripes and black shorts <u>1st team only</u>• Kit to be advised, depending on sponsor. Black or white tights may be worn under the shorts
SOCCER	<p>PRACTICE</p> <ul style="list-style-type: none">• P.E. Kit or athletics vest with maroon shorts <p>MATCHES</p> <ul style="list-style-type: none">• P.E. kit• School tracksuit
SWIMMING	<p>PRACTICE</p> <ul style="list-style-type: none">• P.E. Kit and black / school Speedo or black tights <p>GALAS</p> <ul style="list-style-type: none">• Black / school Speedo or black tights• School caps• School tracksuit and sports footwear or barefoot only
WATER POLO	<p>PRACTICE</p> <ul style="list-style-type: none">• P.E. Kit and black / school Speedo or black tights• Caps – one white and one blue <p>MATCHES</p> <ul style="list-style-type: none">• Black / school Speedo or black tights• School caps• School tracksuit and sports footwear or barefoot only

SCHOOL DRESS CODE FOR GIRLS

MAROON BLAZER	<ul style="list-style-type: none">• COMPULSORY from 1st June to 31st August• A tie must always be worn with the blazer in winter• Blazers must be washed / dry cleaned regularly• Pocket badges must be sewn on if the self-stick backing becomes loose• Lost buttons must be replaced with original silver buttons• Blazers may not be worn over the tracksuit top
JERSEYS	<ul style="list-style-type: none">• The jersey may be worn alone only when in class• Sleeveless jerseys may only be worn under a blazer
TRACKSUIT	<ul style="list-style-type: none">• Tracksuits may NOT be worn as part of the uniform – they are only to be used as part of a sports kit
DARK GREY TETREX SKIRT	<ul style="list-style-type: none">• Skirts may not be shorter than 7cms from the centre of the knee at the front and back, and must have a sewn hem• They may not be rolled up at the waistband• Short white socks must be worn, which are folded in half and not rolled or left unfolded
GREY LONG PANTS	<ul style="list-style-type: none">• Girls formal slacks may be worn with the open-necked shirt and pocket badge in summer and with the winter shirt and tie from 1 June to 31 August.• Trousers may not be longer than the heel of the shoe – hems must be taken up and sewn in place• Dark grey socks must be worn
SHIRTS	<ul style="list-style-type: none">• In summer months a short-sleeved open-neck shirt with a pocket badge may be worn untucked.• A long-sleeved winter shirt may be worn with a tie, however it must be tucked in• If long sleeved shirts are worn with summer uniform months they must be worn with a tie.• The sleeves may be rolled up neatly above the elbows or buttoned at the cuff• Underwear may only be skin coloured or white

SCHOOL DRESS CODE FOR GIRLS (continued)

TIES	<ul style="list-style-type: none">• The tie must extend no less than 7cm from the bottom of a tucked in shirt.
BLACK SHOES	<ul style="list-style-type: none">• Only a plain black leather school shoe may be worn. Suede, canvas, fabric or slip-ons are not permitted and buckles may not be ornate• Shoes must be cleaned and polished regularly
MAKE-UP	<ul style="list-style-type: none">• Make-up is not permitted at school• Permission for a learner to wear base for medical reasons must be obtained from the Principal or Deputy Principals, and must be noted in the learner's record book
HAIR	<ul style="list-style-type: none">• Hair must be clean, neat and tidy• Plain black, white or maroon bands and hair ties are permitted, or plain silver, brown or black clips• Plain headbands no more than 3cms wide can be worn, but no part of the ear may be covered• Hair touching the collar at the back or sides must be worn tied up / tied back• Fringes must be above the eyebrows and side-fringes must be clipped back• Hair may not hang over the face and hair may not be worn half-up and half-down. No loose tendrils• No outrageous styles or colours are allowed and learners may not make drastic colour changes to their hair or have more than one distinctive colour. Highlights must be dyed a uniform "solid" colour, similar to their natural hair colour• Wigs and add-ons are not permitted• Natural hair must be of a reasonable length, neat and tidy and in control. Once long enough it should be tied back or restrained by a head band• No "spiky" plaits or twirls are permitted and no ostentatious styles

SCHOOL DRESS CODE FOR GIRLS (continued)

HAIR EXTENSIONS	<ul style="list-style-type: none">• Hair extensions may only be worn if the hair can be washed regularly, and the extensions must be kept clean• The extensions must be of a natural colour and must cover the whole head, be of uniform length, and must be neat and tidy• If touching the collar then they must be tied up, but may not be worn half-up and half-down• Hair may be put into a bun, provided that it does not obstruct the learner behind. “Box braids” are not permitted• Extensions must be plaited or twirled• Dreadlocks must be entirely natural with no artificial installations, and must be tied up• Dreadlocks must be clean, well maintained and styled in an orderly uniform manner. “Bongo dreads” are not permitted.• Braids must not be wider than 1cm in width.
JEWELLERY	<ul style="list-style-type: none">• A simple plain functional watch may be worn.• Only one set of plain regular-size gold or silver studs with a diameter of no more than 3mm may be worn. Gold or silver sleepers are also permitted• If learners have piercings with more than 1 set of holes then only one set of earrings may be worn in the lowest holes• Learners may not wear earrings covered with plaster should the holes be freshly pierced• No other jewellery is permitted, except a plain wedding band for married learners.• A Head of Grade must give permission for jewellery to be worn for health reasons e.g. Medic-alert bracelet• Items of a religious or cultural nature may only be worn with the permission from the Principal or Deputy Principals, and must be noted in the learner's Record Book.

SCHOOL DRESS CODE FOR GIRLS (continued)

NAILS	<ul style="list-style-type: none">• Nails must be kept short and clean
CONTACT LENSES	<ul style="list-style-type: none">• Only normal prescription contact lenses are permissible• Coloured contact lenses are not permitted
TATTOOS	<ul style="list-style-type: none">• No visible tattoos are permitted

MATRIC UNIFORM PRIVILEGES

- *Matric learners may wear a white jersey under their blazer*
- *Matric learners may wear a matric tie*
- *Matric jackets may only be worn on Fridays and during matric examinations*
- *Matric girls are permitted to grow their nails and use clear nail varnish (no colour). Nails should be kept at a reasonable length. No French manicures.*
- *Matric girls may wear white diamante studs no more than 3mm in diameter*

SPORT DRESS CODE FOR GIRLS

COMPULSORY KIT	A new P.E. kit is available from Lucky's Port Shepstone. The previous P.E. kit is being phased out.
SWIMMING	P.E. Kit and black / school costume
WATER POLO	P.E. Kit and black / school costume
ATHLETICS and CROSS COUNTRY	PRACTICE <ul style="list-style-type: none">• P.E. Kit or athletics vest with maroon shorts MEETS <ul style="list-style-type: none">• Maroon shorts with athletics vest or P.E. top• School tracksuit
GIRLS' CRICKET	PRACTICE <ul style="list-style-type: none">• P.E. kit MATCHES <ul style="list-style-type: none">• P.E. kit• Blazers with full kit

HOCKEY	<p>PRACTICE</p> <ul style="list-style-type: none"> • P.E. kit or athletics vest <p>MATCHES</p> <ul style="list-style-type: none"> • Maroon dress, maroon socks with white stripes • Full kit with blazer <p><u>1st Team only</u></p> <ul style="list-style-type: none"> • Kit to be advised, depending on sponsor
NETBALL	<p>PRACTICE</p> <ul style="list-style-type: none"> • P.E. kit or athletics vest <p>MATCHES</p> <ul style="list-style-type: none"> • Maroon dress, short white socks • Full kit with blazer <p><u>1st Team only</u></p> <ul style="list-style-type: none"> • Kit to be advised, depending on sponsor
SOCCER	<p>PRACTICE</p> <ul style="list-style-type: none"> • P.E. kit or athletics vest <p>MATCHES</p> <ul style="list-style-type: none"> • P.E. kit • School tracksuit
SWIMMING	<p>PRACTICE</p> <ul style="list-style-type: none"> • P.E. Kit and black / school costume • School caps <p>GALAS</p> <ul style="list-style-type: none"> • Black / school costume • School caps • Blazer or school tracksuit and sports footwear or barefoot only
WATER POLO	<p>PRACTICE</p> <ul style="list-style-type: none"> • P.E. Kit and black / school costume • Caps - one white and one blue <p>MATCHES</p> <ul style="list-style-type: none"> • Black / school costume • School caps • Blazer or school tracksuit and sports footwear or barefoot only