

GATEWAY PRIMARY SCHOOL
CODE OF DISCIPLINE
(Updated 2012)

The following is a summary of the rules accepted by the staff of the school to date. These will be added to as the need arises.

PRE-AMBLE:

1. It is a given that teachers should accept responsibility both in a general sense (e.g. playground duty) and for their own classes in particular. Accordingly children should only be sent to the Headmaster when they are not responding to the teacher's discipline or the act of misconduct is serious enough to warrant it. Deputy Heads and Directors should also be used to deal with minor offences.
2. Selfishness, greed, impatience, irresponsibility, discourteousness all develop in the early stages of life. One of our aims as teachers is to check the growth of these character traits and to encourage the Christian alternative.
3. Staff should encourage and train children to have respect for authority, staff, local and national Government, which has a bearing on the person's attitude towards God.
4. Children should be encouraged to obey instructions promptly. If children can listen to and obey the authorities they can see, then they will learn to obey when God speaks. They also need to be able to receive correction in the right spirit.
5. Wherever possible a **positive** means should be used to encourage good behaviour. There are places for negative reinforcement, but these should be used as a last resort.
6. For boys, corporal punishment may be used by the Head (or someone to whom he delegates the responsibility) as a means of discipline. When children are sent to the Headmaster to be disciplined, parents will receive a "Discipline Report" giving the reasons for any action taken. A copy of the report will be kept on file.
7. Staff members will endeavour to be aware of possible challenges to commands, which will be dealt with promptly and objectively. Punishment will be administered in a calm judicious manner, and will fit the crime, in order to have the desired corrective consequence. Children who have been punished should not be rejected or continually

reminded of the offence. They must know the past is finished with and that they are forgiven.

8. Prefects are allowed to administer the punishments as laid down in the Prefects Manual. Staff can overrule any prefect punishment
9. If a member of the Prefect Body needs to be disciplined in any way he/she should be sent to the Head or Deputy Head.

RULES AND CONDUCT REGULATIONS

A) MANNERS:

1. Children are **expected** to be well behaved and have good manners at all times. Staff are responsible, together with parents for training the children to exhibit the proper behaviour at **ALL** times.
2. Children must move aside in corridors to allow staff/adults to pass.
3. Children will greet members of staff/parents when they see them in the school. Boys will raise their hats and if they are seated at the time, they should stand up.
4. Children must knock before entering a teacher's classroom (other than their own), staff room or office. Having knocked, children may enter and wait quietly. There is no need to wait for a reply which may be inconvenient or unheard.
5. Children in Grades 3 – 7 are to stand up when the Headmaster or a visitor enters the classroom
6. Children must respond quickly to bells.
7. Children must not interrupt staff when they are talking to teachers/parents.
8. Children must be polite to ground staff.
9. Fighting is not allowed.
10. There will be no running or shouting in the corridors/toilets.
11. No children are allowed in the classrooms without permission from the teacher.

12. Children waiting for teachers in the morning must place their suitcases against the wall and wait quietly or go to the field and play. (This does not apply to infants).
13. No child is permitted to leave the security fence without permission or unless accompanied by a parent, or in possession of a gate-pass, granted on completion of a parents' consent form.
14. Children waiting for the teacher should do so **OUTSIDE** the classroom. They should only proceed into the classroom when they are quiet, composed and mentally prepared for learning.
15. Children should conduct themselves in an orderly manner in the classroom, within clear parameters set by the teacher.
16. **First-time obedience** is the objective.

B) **APPEARANCE:**

1. If the conduct of the child reflects their inner attitude then their appearance and deportment are likewise important aspects of their training. Smart and well presented generally leads to self-acceptance and a sense of pride in the way one presents oneself.
2. The children are ambassadors for the school and custodians of its reputation – hard to establish but easily lost – particularly in the area of appearances i.e. scruffy is interpreted as a 'bad school'.
3. Children must be correctly dressed at all times (see separate clothing lists for more details).
4. **girls** -
 - a. ribbons or clips must be the same colour as the uniform
 - b. only gold studs or sleepers may be worn in the ears
 - c. flat, black shoes and ankle socks are to be worn
5. **boys** -
 - a. they must wear garters in their socks at all times during school
 - b. they must have the school badge sewn on to the left hand pocket of their shirts
 - c. all boys in grade three and above will wear a school tie

6. All grade 6's and 7's must have blazers; for lower grades they are optional.
7. No child will represent the school, or his/her games house, incorrectly kitted out.
8. Hats are to be worn at all times out of doors. Boys must remove hats in the classroom. Children without hats at break should sit quietly on the veranda or some other spot designated by the teacher on duty.
9. No child is allowed to be partly dressed in school uniform, out of school grounds. Children in uniform are the school's ambassadors and are expected to behave and dress accordingly. Children leaving the school will do so in either full school uniform or full tracksuit.
10. (A) **Girls** with long hair should wear it up and away from their faces:
 - no dye, highlights or gel
 - No extensions of any description
 - No beads
 - No freeze/frizz
 - No locks
 - No hair pieces
 - "Plain lines" kept neat are recommended
 - "Hair only singles" to be flat against the head, clipped at the sides if short or tied at the back if long enough.
 - Simple plaiting with black thread or black wool is fine.
 - Fringes-The hair is to be above the eyebrows or clipped back(B) Girls may not wear nail varnish;
 - Body glitter is not permitted;
 - No body piercing except for earrings.
11. **Boys** should not have long hair, and if in doubt, it should be cut.
The following is a guideline for boys' hair:
 - a. It must look neat.
 - b. It should be short at the back/sides/top, and should be off the ears and collar.
 - c. The hair must follow the shape of the head, i.e. no platforms, paths, steps, wedges, grades.
 - d. The fringe must be off the eyebrows.
 - e. No gels, dye or highlights.
 - f. There must be no ridiculously short haircuts (No shorter than No.2)
 - g. Boys are not permitted to wear make-up.

h. Earrings are not permitted.

C) **GENERAL:**

1. Children are to use bins to dispose of litter.
2. Children are to keep away from all building works, machinery, vehicles, etc.
3. The throwing of stones, sticks, sand or hard balls are not permitted.
4. Bicycles should not be ridden within the school grounds, and children under 10 yrs of age should not ride to school.
5. Children will be encouraged to develop a loyalty to the school. Accordingly when required to participate in teams or group activities during the week or on Saturdays they shall do so. The school calendar is issued at the beginning of each term so that parents can plan weekend trips without clashing with school commitments.
6. Sport is compulsory for all children in Grades 3 – 7. Where children need to miss activities they are expected to excuse themselves from the teacher in charge as a matter of courtesy.
7. Attendance at school in the mornings throughout the term is expected of all children. All absenteeism should be explained in a letter from the parents/guardian of the children. Children will be encouraged to attend school up until the end of term. Where parents wish to take their children out of school (except for medical reasons) permission should be sought from the Head.
8. Where a child is absent for 5 consecutive days and the office/teacher have not been informed as to the reasons for the absence, that child will be deemed to have left the school and the place will be allocated to another child on the waiting list.
9. Children should be collected promptly at the end of school or sport. In any event, supervision will only be provided up until the following times for the following grades:

Grades 1 – 2: 1.30 p.m.

Mon – Fri

Grades 3 – 7: 5.30 p.m.	Mon – Thur
“ “ 1.30 p.m.	Fridays

Children left after these specified times will be supervised by an external supervisor and charged a supervision fee as determined in the Co-Curricular programme each term.

10. Children are not allowed to bring cell phones to school and will be discouraged from bringing other valuable items.

K M RICQUEBOURG
HEADMASTER