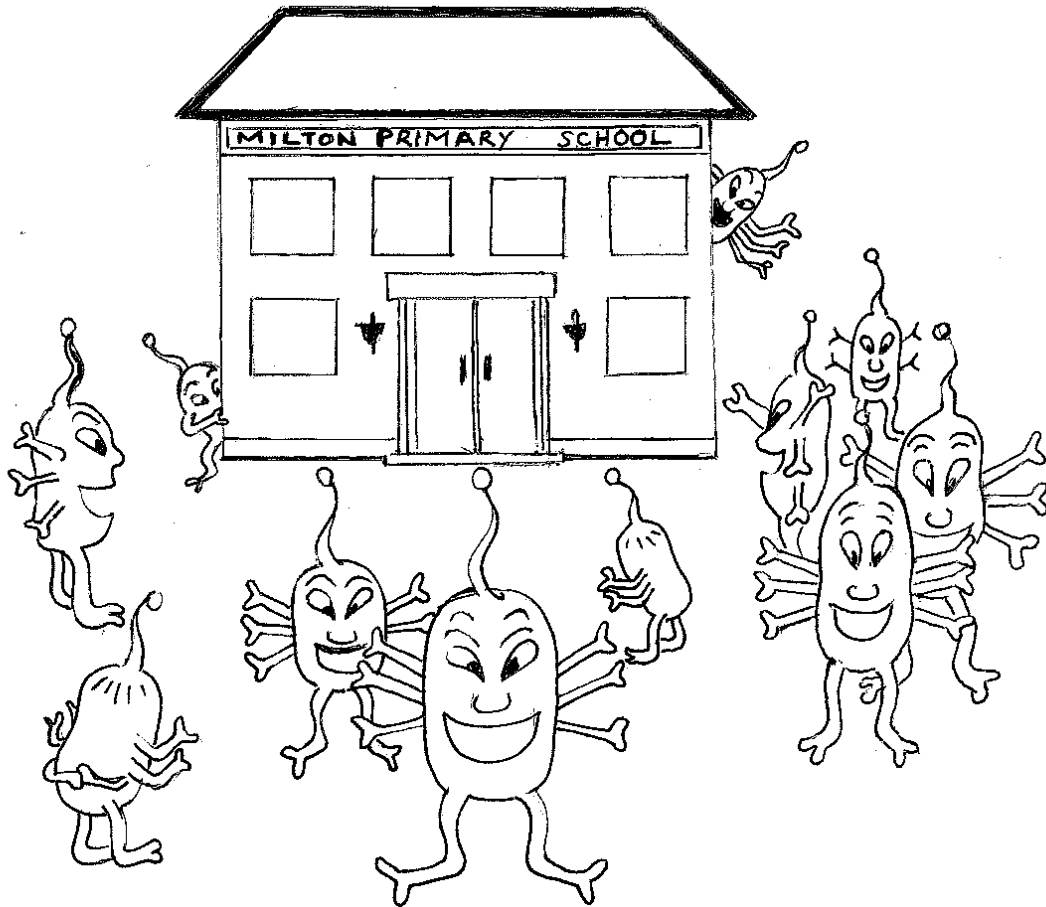


WOW

The WARRKs have come to Milton!



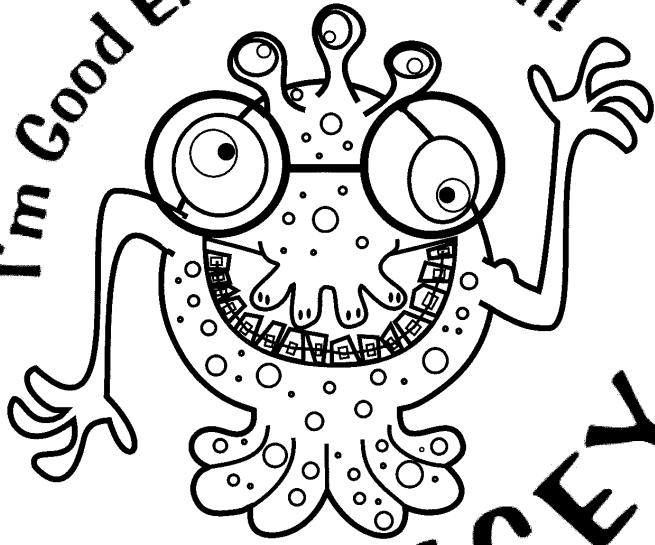
So, as we all know, in 2020 Covid came and changed our lives in so many ways. It was difficult to not see our families and friends. We don't like having to social distance and wear masks all the time - but we do it to keep ourselves, our families, our friends and all the people that we meet safe.

But then there is the good that came from Covid. It showed us how brave we are, how we can adjust to new situations, no matter how different they are. It showed us that we are strong and resilient (able to recover quickly from difficult situations). All our Milton learners have been so brave. We, as the Milton family, are very proud of you all.

WARRKs = We Are Really Resilient Kids

Resilient = able to recover quickly from difficult situations

I'm Good Enough! Yeah!



ICEY

Positive Effort And Commitment Helps Ensure Success



PEACHES

Make Us Honest, Responsible and Kind



MUHRK

Milton School Song

*In countries far and near,
In every land and clime,
Great love of schools we hear
Whose names endure through time.
So let us all be very proud,
And shout and sing her name aloud.
Milton, Milton, Milton, by our rivers three,
Never, never, never, shall your name forgotten be.
"By courage and Faith" we'll always strive,
To keep your right to fame alive,
To keep your right to fame alive.*

Milton School Prayer

*This is our school,
Let peace abide here.
Let the room be full of contentment.
Let love abide here.
Love for one another, love of mankind,
Love of life itself and love of GOD.
Let us remember,
That as many hands build a house,
So many hearts make a school.*

Communication



COMMUNICATION BOOK – 2022

NAME OF LEARNER: _____	CLASS: _____
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PLEASE PROVIDE THE FOLLOWING INFORMATION. THIS IS NECESSARY IN CASE OF AN EMERGENCY AT SCHOOL.

CONTACT INFORMATION

Father		Mother	
Name:		Name:	
Contact No:		Contact No:	
E-mail address:		E-mail address:	

Alternative Contact #1		Alternative Contact #2	
Name:		Name:	
Contact No:		Contact No:	
Relationship to learner:		Relationship to learner:	

Transport Driver #1		Transport Driver #2	
Name:		Name:	
Contact No:		Contact No:	

MEDICAL DETAILS

Please provide the following medical details:

Doctor's name: _____ Tel: _____

Medical Aid: _____ Number: _____

Allergies/Medical Conditions: _____

Regular/Chronic Medication: _____

As a parent, please acquaint yourself with the school's Code of Conduct and rules as set out in this book as it is important that you guide your child regarding what is expected of him/her at school.

IT IS THE RESPONSIBILITY OF EACH LEARNER TO HAVE HIS/HER COMMUNICATION BOOK AT SCHOOL EVERY DAY. FAILURE TO PRODUCE THE BOOK WHEN REQUESTED WILL RESULT IN A DEMERIT. IF A LEARNER LOSES HIS/HER BOOK, THE BOOK MUST BE REPLACED AT A COST OF R30.00.

SCHOOL DETAILS

MISSION

We, at Milton Primary, aspire to develop the potential of each child through competent, dedicated staff in partnership with the parents and the community.

VISION

To develop our learners to become well-adjusted citizens who are able to play a positive role in the community.

THE SCHOOL GOVERNING BODY

Milton Primary School is governed by a Governing Body.

The current members are:

Parent Members: Mrs Z Pochee
Mr K Mbongo
Mr Y Assan
Mrs E Akinsanya
Mrs R Makafane
Mrs R Mphuthi

Staff Members: Mrs J Pretorius
Mrs C Vorster
Mr H Bester
Mrs M White

Elections for the new School Governing Body members will take place in 2024.

FUNCTION OF THE SCHOOL GOVERNING BODY

- Promotes the best interest of the school and strives to ensure its development through the provision of quality education for all learners at the school through strong business management.
- Adopts a code of conduct for learners at the school.
- Administers and controls the school's property, buildings and grounds.
- Prepares and manages an annual budget which shows the estimated income and expenditure of the school.
- Enforces, by process of law, the payment of school fees.
- Ensures and maintains effective channels of communication between the School Governing Body, staff, teachers, parents and learners.
- Serves the school with commitment, pride and enthusiasm.

SCHOOL MANAGEMENT TEAM

Mrs J Pretorius : Principal
Mrs C Vorster : Deputy Principal
Mrs Y Potgieter : Head of Department — Foundation Phase
Mrs M van Schalkwyk : Head of Department — Senior Phase and Intermediate Phase, Grades 4-7
Mrs C Naudé : Head of Department — Senior Phase and Intermediate Phase, Grades 4-7
Mr A Buang : Head of Department — Senior Phase and Intermediate Phase, Grades 4-7
Mrs C White : Assistant Head of Department — Senior Phase and Intermediate Phase

ADMINISTRATIVE OFFICERS

Mrs P Lottering : Mrs E Lawer : Mrs D Watson
Mrs M van der Linde : Mrs N van Rooyen : Ms M Modise
Mrs J Scott

SCHOOL HOUSES

• Sabie (Yellow) (Mar, May, Jul, Dec) • Tugela (Blue) (Jan, Jun, Aug, Oct) • Letaba (Red) (Feb, Apr, Sep, Nov)

SCHOOL TOURS

School tours and outings are undertaken at an additional cost. Correspondence pertaining to tours and excursions will be distributed to parents in advance. Parents will be required to give written consent before their child is allowed to join a tour.

EXTRA MURAL ACTIVITIES

All learners are encouraged to participate in the extra mural programme. During the course of the year the following activities are offered:

- Athletics
- Netball
- Mini-Netball
- Soccer
- Cross Country
- Spelling Bee
- Science Club (Gr 4 - 7)
- Dancing
- Tennis
- Mini-Hockey (Jnr girls only)
- Chess Club
- Hockey (boys & girls)
- Cooking Club (Gr 3)
- Arts Festival
- Science Fair (Gr 4 - 7)
- Speech Competition
- Maths Challenge
- General Knowledge Quiz Grade 4 - 7
- Coding and Robotics
- Bible Club
- Writer's Club
- Debating Team

A Term Programme and School Assessment Plan are sent home at the beginning of each term.

SCHOOL HOURS

Grade 1 - 3: 07:30 - 13:15

Grade 4 - 7: 07:30 - 13:40

For security reasons, gates and entrances to the school property are closed promptly at 07:30 after which all parents must leave school premises for a security check to be done. Please ensure that your children are at school by 07:25. Once the gates are closed, learners must use the main office entrance (gates will only be opened again at 07:40 after the security check has been completed), where their names will be recorded in a "Late-Comers" file. Kindly make sure that all learners are punctual. **Late coming by learners will not be tolerated and consistent late coming will be dealt with severely. If a learner is late an adult must accompany the learner and report to the office.**

EARLY DEPARTURE

Learners are only allowed to leave school early in exceptional cases. In the interest of safety, learners are not allowed to walk home or to wait for parents at the gate. Parents must report to the office. Learners will then be called from the classroom. Parents are required to sign the register before the learner may leave the school grounds and to collect their children from the front office. No learner will be allowed to leave early on the last day of a term except if prior arrangements have been made with the principal, either in writing or telephonically.

ILLNESS OR ACCIDENTS DURING SCHOOL HOURS / MEDICATION

Our policy is as follows:

- Should a child feel ill at school he/she will be sent to the sick bay with a letter signed by the relevant teachers, and parents will be notified and asked to collect their child. Serious injuries will be dealt with by paramedics. Parents will be informed immediately.
- In terms of Gauteng Department of Education Rules and Regulations, we are not allowed to administer any form of medication, e.g. headache tablets, nausea pills, asthma pumps, etc.
- If a learner requires medication at school:
Medication is to be handed in to the school's first aid officer in the office. This must be accompanied by a letter from the parent/guardian stating the name of each medication as well as the dosage and times that it must be administered. This medication will be administered by the first aid officer.
- No learner may share prescription/non-prescription medication with anyone.

NB: Always inform the administrative staff of a change of address, telephone number, etc.

Do not send children who are obviously ill to school. If your child is going to be absent, please inform the school in the morning before school starts.

The following conditions must be brought to the school's attention (in writing):

- Medical requirements • Allergies • Epilepsy • Haemophilia • Diabetes • ADHD • ADD
- Serious cases of asthma or any other diseases which may place the learner's life in danger.
- Learners who have Medic-Alert bracelets/discs **must** wear them at all times.

It is the responsibility of the parents to notify the school of the above in writing, and they must ensure that teachers receive such information personally.

SCHOOL ATTENDANCE:

By law, school attendance is compulsory. All absenteeism must be explained by a parent/guardian, in writing, on the day the learner returns to school. If a learner is absent for 3 days or more, such absenteeism must be supported by a valid medical certificate. Medical and dental appointments must, where possible, be arranged outside of school hours. When this is absolutely impossible, a letter of request must be submitted to the principal and the learner must be collected by the parent, from the office. The School Governing Body will follow up on frequent absenteeism. Frequent absenteeism will be reported to the District Office for further intervention.

Learners in the Intersen phase (Gr 4-7) who are absent on scheduled test/examination dates must provide a medical certificate. Failure to do so will result in a zero mark being awarded for the test/exam.

PARENTS' DAYS AND ISSUE OF REPORTS

Parents' Days are organized for the first two terms and the opportunity for general discussion about educational progress is afforded. A notice will be circulated to parents each term, advising them on the issue of reports. Third term Parents Day is by invitation only.

Parents are urged to make every effort to attend these meetings as it is crucial that you are well-informed regarding aspects of your child's/children's education.

HOMEWORK (Available on D6 Communicator)

Homework should be regarded as an extension of class work. It is the responsibility of all learners to ensure that homework, given by the teacher, is completed by the due date. Parents are asked to supervise the homework and NOT to do it for the children. This defeats the whole objective of such homework. Parents should make it their policy to **CHECK HOMEWORK AND BOOKS** on a regular basis and not leave it until Parents' Evening. Advance notice is given of assignments, projects, etc. and learners should ensure that they plan their work so that it is not left until the last minute.

Parents are requested to sign homework diaries daily, once they are satisfied that all the work has been completed correctly. Although after-care centres sign, parents need to check diaries and communication books for other relevant information. **When a learner is absent he/she needs to phone the class scribe to get homework instructions. Absenteeism will NOT be accepted as a valid excuse for homework not done. Homework will also be available on the electronic D6 School Communicator.**

SUMMATIVE ASSESMENTS / EXAMINATIONS

Continuous assessment, in the form of assessment tasks, is conducted throughout the year. Examinations are written by grade 4-7 learners only. Examination/test timetables are issued in advance. Learners who are absent during tests or examinations must produce a valid medical certificate. Alternative arrangements for the learners to write the tests or examinations will be made by the class teacher upon receipt of the medical certificate.

EXAMINATION/TEST RULES FOR LEARNERS

An exam/test session begins once the first paper has been handed out and ends once the last paper has been collected.

- Learners MAY NOT leave the exam/test venue for the duration of the exam/test session. Learners must make use of toilet facilities BEFORE going into an exam/test as they will not be excused once the exam/test is in session unless it is due to a specified medical condition.
- Learners must report to exam/test locations on time.
- Learners must have everything that they require for the exam/test with them as they MAY NOT borrow anything during the exam/test session.
- Learners will not be allowed to collect anything from their schoolbags or from another learner once the exam/test session has started).
- Learners MAY NOT communicate with each other in any way once the exam/test session has begun.
- Learners MAY NOT have any pages or books on, next to or under their desks/chairs while they are in possession of an exam/test paper. Once all exam/test papers in the class have been collected, learners may read or study.

- Calculators may only be brought into an exam/test when their use is specified. Learners will be informed which exam/test requires the use of a calculator.
- No school bags are allowed in the exam/test location.
- No space cases/pencil cases are allowed on the desk while the exam/test is in session.
- Learners who are absent on a scheduled exam/test date must provide a valid medical certificate. Failure to do so will result in a zero mark being awarded for the exam/test.
- No permission will be granted for any exam/test to be written prior to the allocated exam/test date.

KARRI APPLICATION - FOR PAYMENTS

Karri is a mobile payment app that allows you to make quick payments for collections and events (eg. fund raising events, book fees, tours/outings). Using this app alleviates the security and safety risks that are associated with cash for both your child and the school. The app is downloaded free of charge from either the Apple Store or Google Play Store. Please contact the school for further information regarding this app. We would really appreciate your support in making our school a cash free environment.

SCHOOL BANK ACCOUNT DETAILS

For parents who wish to pay school fees by direct transfer or cheque deposits, our account details are as follows:

Bank	: Standard Bank		
Account Name	: Milton Primary School		
Branch	: Vereeniging	Branch Code	: 014637
Account Number	: 02-177-859-0	Account Type	: Cheque Account

Please use your school account number as a reference.

Kindly fax a copy of your deposit slip to the Financial Clerk at (016) 423-5995 and write your child's first name, surname and class onto the deposit slip.

It is each parents' responsibility to ensure that school fees are paid. If parents have any difficulty in honouring their obligation in this regard they must make alternative arrangements with the school.

ACADEMIC MATTERS

Should parents be concerned about any matter relating to their child's academic performance, it is imperative that they make an appointment with the staff member concerned. If the outcome is unsatisfactory, please make an appointment with the Deputy Principal or the Principal. **No teacher will see a parent during teaching time or without an appointment.**

Should you feel that any matter has not been attended to satisfactorily, you are welcome to make an appointment with the principal's secretary. Parents are encouraged to e-mail the principal at miltonps@lantic.net.

SCHOOL COMMUNICATOR – D6

All information relevant to the school (homework, circulars, meetings, newsletters etc) is communicated to the parents via the school communicator. Please download this app to your computer or smart phone to enable yourself to be kept up to date on school matters.

How to download:

- Windows desktop
 - Visit: www.school-communicator.com/downloads. Select your school in the drop down list on the left. Click on the Windows button. When asked to 'run or save' the file, click 'save' first and thereafter run. Follow the installation prompts.
- Mobile Download
 - App Store (Apple)
 - Visit the App Store. Search for the d6 school communicator. Click open. Follow the prompts.
 - Play Store (Android)
 - Visit the Play Store. Search for the d6 school communicator. Click open. Follow the prompts.

PREFECT LEADERS

In order to be selected as a Prefect Leader a learner has to conform to certain criteria. The criteria used in this selection process are as follows:

- Self Confidence
 - communication
 - independence
 - positive attitude
 - will power
- Co-operation
 - group work
 - helpfulness
 - service to others
- Integrity
 - trustworthiness
 - honour
 - strength
 - respectability
 - maturity
 - adaptability
 - responsibility
 - self-discipline
 - handling of criticism
 - punctuality
- Commitment
 - participation
 - organisation
 - enthusiasm
 - dedication

CODE OF CONDUCT – 2022

The Code of Conduct is applicable to all learners attending Milton Primary. Nothing shall exempt a learner from complying with this Code of Conduct. Ignorance of the Code of Conduct is, therefore, not an acceptable excuse. Educators have the rights and responsibilities of *in loco parentis* under South African law.

1. **OBJECTIVE**

To establish a disciplined and purposeful environment in order to facilitate effective teaching and learning at Milton School.

2. **VISION**

To develop our learners to become well-adjusted citizens so that they are able to play a positive role in the community.

3. **MISSION**

We aspire to develop the potential of each child through a competent, dedicated staff in partnership with parents and the community.

4. **PURPOSE OF THE CODE OF CONDUCT**

The purpose of this code of conduct is to maintain and improve the quality of the learning process through effective teaching and learning by:

- promoting positive discipline.
- developing self-discipline.
- establishing exemplary behaviour.
- instilling positive values and attitudes.
- correcting unacceptable behaviour.

5. **LEGISLATIVE FRAMEWORK**

- This code of conduct has been developed according to the South African Schools Act, 84 of 1996.
- The code of conduct upholds and promotes the spirit and objectives of the Bill of Rights contained in the Constitution of the Republic of South Africa, 1996, which is aimed at the protection of everybody's rights.
- The code of conduct adheres to the following standards and policies:
 - Learner Attendance Policy
 - Norms and Standards for School Funding (1988)
 - National Curriculum Statement (2005)
 - Employment of Educators Act (1998)
 - Employment equity Act No 55 of 1998
- The code of conduct is binding upon all learners, their parents and teachers and they are required to adhere to the code of conduct.

6. **SCOPE**

The code of conduct must be adhered to:

- on or within immediate proximity to the school property before, during and after school hours.
- at all official school events, both within and outside regular school hours.
- in any situation, on or off school property, where the learner is recognisable as a Milton Learner.

7. CORRECT SCHOOL UNIFORM

7.1

GIRLS: SUMMER <ul style="list-style-type: none">● Blue scort (no shorter than 4cm above the knee) / Milton tracksuit pants● Milton golf shirt● Navy Milton school socks (short)● Black lace up / buckle school shoes● Regulation school V-neck jersey, tracksuit top or red / navy blue dri-mac may be worn if it is cold.● Navy blue sleeveless pullover (optional)● Navy blue school blazer (optional)● Milton peak cap (optional - not in class)	GIRLS: WINTER <ul style="list-style-type: none">● Milton regulation tracksuit● Grey trousers (NOT tapered)● Red / navy blue polo-neck top● Navy Milton school socks● Black lace up / buckle school shoes● Regulation school V-neck jersey or tracksuit top● Red or navy blue dri-mac● Navy blue sleeveless pullover (optional)● Navy blue school blazer (optional - with grey pants only)● Plain red/navy blue/white scarf (optional)● Milton school beanie (optional - not in class AND also not at all after 10h00)
---	--

7.2

BOYS: SUMMER <ul style="list-style-type: none">● Blue rugby short / Milton tracksuit pants● Milton golf shirt● Navy Milton school socks (long)● Black lace up school shoes● Regulation school V-neck jersey, tracksuit top or red / navy blue dri-mac may be worn if it is cold.● Navy blue sleeveless pullover (optional)● Navy blue school blazer (optional)● Milton peak cap (optional - not in class)	BOYS: WINTER <ul style="list-style-type: none">● Milton regulation tracksuit● Grey trousers (NOT tapered)● Red / navy blue polo-neck top● Navy Milton school socks● Black lace up school shoes● Regulation school V-neck jersey or tracksuit top● Red or navy blue dri-mac● Navy blue sleeveless pullover (optional)● Navy blue school blazer (optional - with grey pants only)● Plain red/navy blue/white scarf (optional)● Milton school beanie (optional - not in class AND also not at all after 10h00)
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8. DRESS CODE

LEARNERS ARE EXPECTED TO WEAR THE OFFICIAL SCHOOL UNIFORM AND APPEAR NEAT AND TIDY AT ALL TIMES. NOT CONFORMING TO THE HAIR AND UNIFORM RULES WILL BE SEEN AS A TRANSGRESSION OF THE CODE OF CONDUCT. THIS WILL BE TREATED AS A SERIOUS MISCONDUCT.

8.1 Sports / Extramural Practices

(Learners who are not properly dressed will not be allowed to participate in practices).

- Navy blue or black shorts (these are the only colours allowed).
- Plain T-shirts in school colours (red, navy blue, white). No designs or logos on the t-shirt. T-shirts may not be sleeveless.

8.2 General Rules

- No additions to the uniform that are not in accordance with the regulations will be allowed.
- Socks must be neatly folded, not rolled down or folded to appear as ankle socks.
- Length of scort to be NO SHORTER than 4cm above the knee.

- Dri-mac must be red or navy blue (not burgundy red). No logos, stripes, decorative printing or sewing allowed on jacket or jersey.
- If a long sleeve jersey/jacket is worn the sleeves must be worn down at all times.
- Beanies MAY NOT be worn in class.
- Beanies MAY NOT be worn after 10:00.
- No beanies/caps besides the official Milton beanie/cap is allowed.
- Only plain white vests/T-shirts to be worn under school uniform. No coloured or logo T-shirts may be visible.
- Socks must be pulled up (boys).
- School shoes must be laced and tied.
- School shoes must be cleaned and polished regularly.
- No facial hair allowed.
- Fingernails must be kept trimmed short and clean at all times. No nail colour may be worn.
- No tapered ('skinny-leg') pants to be worn.
- No plucking/shaving of eyebrows allowed.
- Girls may not wear pantyhose with their school uniform.

8.3 Hair

- No hair gel, conditioner, sugar water or anything that gives texture to hair.
- No highlights or hair colour. If braids are worn they must be the same colour / shade as the natural hair.
- No hair pieces/wigs allowed.
- Hair may not be buffed up – it must be worn naturally.
- Hair may not be permed or straightened/relaxed (dependent on hair type).
- No dreadlocks may be worn.

Boys:

- **Hair must be neat and tidy.**
- School boy cut (short back and sides, not long on top).
- Ears must be open, hair to be above ears. Fringe length to be above eyebrows.
- Hair may not touch collar at the back.
- **No fashion styles.** No undercuts. No patterns/lines to be shaved into hair.
- No shaving of eyebrows is allowed.
- No braids allowed for boys.

Girls:

Rules apply to all learners regardless of hair type. Braided hair is treated as long hair and needs to be tied up if applicable. Length and fringe rules apply to all hair types.

- If hair touches collar it must be tied back into a plain pony-tail.
- Hair bun allowed if neatly worn.
- When hair is tied back, do not leave long bits at the side or back untied.
- Any loose hair that can hang in the face must be clipped back.
- Do not tie only the top half of the hair and leave the rest loose.
- Fringes may not hang in the face / eyes (also braided fringes).
- Only plain red/dark blue/ white/brown/black hair accessories may be used.
- No large hair accessories to be used - keep them small, plain and neat.
- No embellishments on hair accessories or in braided hair (eg flowers, beads, coloured stones, sequins etc)
- Plain "crocodile" clips may be worn (black/brown/white).
- Hair must be neat and tidy.
- No shaved hairstyles.

8.4 Make-Up

- No make-up to be worn. No permanent make-up to be applied.
- Nothing that gives colour or shine to the lips may be used (no lip gloss / Vaseline etc). For dry lips, only a plain -non-shiny lip balm is allowed.

8.5 Jewellery

Jewellery that does not conform to the school rules will be confiscated and kept till the end of that term. It will be the responsibility of the learner to collect the confiscated items at the relevant time.

- Boys may not wear earrings.
- No nose/belly/eyebrow or tongue rings.
- No finger rings (not even signet rings).
- Watches must be plain. No costume jewellery watches. If a watch is more "jewellery" than "functional" (eg. very big, bright colours) the learner will be asked to remove it. Watch colours to be conservative (gold, silver, black, dark blue, brown, red, white).
- If key chains are worn they must be worn under the school uniform, not visible.
- No bangles, bracelets or armbands to be worn.
- No neck chains, beads or any type of jewellery to be worn around the neck.
- No religious/cultural jewellery, objects or decorations may be worn.
- The only earrings that may be worn by girls are:
 - Plain round studs in gold or silver. No patterns, shapes, stones or colours. No big round studs. (maximum size = 4mm)
 - Plain round sleepers in gold or silver. Not patterns or colours. Nothing hanging on the sleeper. No thick sleepers or hoops. (Maximum size = 14 mm).

8.6 Miscellaneous

- No visible tattoos (permanent or non-permanent).
- No nail colour to be worn.

8.7 Civvies Day Clothes

Civvies clothes to be appropriate for school. The learners must be modest, neat and presentable at all times. Hair and jewellery rules still apply on civvies days.

General Rules:

- Long pants must not be very tight.
- Short pants/skirts/dresses must not be very short.
- No strapless, spaghetti strap or crop tops to be worn. Blouse/T-shirt must be comfortably below the waist band of pants/skirt.
- Blouse/T-shirt neck line must not be revealing.
- No underwear to be visible.
- Girl's shoes to be comfortable. Heels must not be very high (5cm — maximum height)
- No inappropriate 'skin' to be visible (stomach, midriff – front, side and back).

9. SCHOOL BAG

Only partitioned (4 or 6 partitions) sturdy suitcases or hard suitcases are permitted. Please ensure that the senior size bag is used for grades 4-7. The correct school bag is enforced so as to protect text books and to this end, **NO soft satchels are permitted.** Colour of school bag to be navy blue or black – no other colours allowed. **Permission to be requested from the principal for Cadii bags that do not conform to the specified school colours. School bags MAY NOT be decorated with stickers.** No fancy / name-brand bags allowed.

The correct school bag is to be used on "civvies" days.

10. EXPECTATIONS OF A MILTON LEARNER

- Respect and greet peers, teachers, parents and visitors.
- Be polite and helpful at all times.
- Show loyalty towards our school.
- Always work neatly and do homework.
- Take care of textbooks.
- Keep classes neat and tidy.
- Participate in extra mural activities of the school.
- Wear their uniform with pride.
- Timeous handing in of work (responsibility of each learner)
- Respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.

10.1 Classroom / Life Skills Expected of a Milton Learner

- Following Instructions:
 - look at the person
 - say "yes ma'am/sir" / acknowledge instruction
 - do what you've been asked right away
 - report back when task completed
- Accepting Criticism or a Consequence:
 - look at the person – remember that your face shows your attitude
 - say "yes ma'am/sir" / acknowledge criticism/consequence
 - don't argue
- Accepting 'No' for an Answer:
 - look at the person
 - say "yes ma'am/sir" / acknowledge answer
 - stay calm
 - if you disagree, ask later
- Greeting Others:
 - look at the person
 - use a pleasant voice
 - say "good morning/afternoon ma'am/sir" to a teacher/adult
 - say "good morning/afternoon" to your peers
- Getting the Educator's Attention:
 - look at the educator
 - raise your hand, stay calm
 - wait until the educator acknowledges you
 - ask your question
- Making a Request:
 - look at the person
 - use a clear, pleasant voice
 - explain exactly what you are asking for, say "please"
 - if the answer is 'Yes', say "thank you"
 - if not, remember to accept 'No' for an answer
- Disagreeing Appropriately:
 - look at the person
 - use a pleasant voice
 - say "I understand how you feel"
 - state why you feel differently
 - give a reason
 - listen to the person
- Giving Criticism:
 - look at the person
 - stay calm, use a pleasant voice
 - say something positive or "I understand"
 - describe exactly what you are criticising
 - say why this is a problem
 - listen to the person, be polite
- Resisting Peer Pressure:
 - look at the person
 - use a calm voice
 - say clearly that you do not want to participate
 - suggest something else to do
 - if necessary, continue to say "No"
 - leave the situation

- Making an Apology:
 - look at the person
 - use a serious, sincere voice and face
 - say "I'm sorry for..." or "I want to apologise for..."
 - don't make excuses
 - explain how you plan to do better in the future
 - say "thanks for listening"
- Talking to Others:
 - look at the person
 - use a pleasant voice
 - ask questions
 - don't interrupt
- Giving Compliments:
 - look at the person
 - smile
 - speak clearly and enthusiastically
 - tell the person exactly what you like
- Accepting Compliments:
 - look at the person
 - use a pleasant voice
 - don't look away, mumble or deny the compliment
 - say "thank you"
- Volunteering:
 - look at the person
 - use a pleasant, enthusiastic voice
 - ask if you can help, describe the activity or task you are offering to do
 - thank the person
 - report back when task completed
- Reporting Other Learner's Behaviour:
 - look at the educator/adult
 - use a calm voice, ask to talk to him/her privately
 - describe the inappropriate behaviour you are reporting
 - explain why you are reporting this
 - answer any questions the adult might have
 - thank the adult for listening
- Introducing yourself:
 - look at the person
 - use a pleasant voice
 - offer a greeting such as: "Hello, my name is..."
 - shake the person's hand
 - when you leave say "it was nice to meet you"

11. **ABSENTEEISM**

Absenteeism will be closely monitored and appropriate follow-up actions will be taken as stipulated in Section 3 of the South African Schools Act.

- Learners must produce a letter from their parents/guardians if they are absent from school, as well as for late arrival / early departure.
- If a learner is absent for 3 or more days they must bring a valid medical certificate on the day they return.
- Learners leaving early on a Friday, or any other day, are responsible for finding out about, and catching up on, work that has been missed.
- A learner who is absent on the last day of school (terms 1-3) when reports are handed out must produce a letter from the parent explaining the reason for this absenteeism before the report is issued.

This report will only be issued at the beginning of the new term, and only to the specific learner (not to parents / guardians / siblings).

- Absenteeism during tests/exams without a valid medical certificate will result in the **learner forfeiting the test/exam mark.**

12. **UNACCEPTABLE BEHAVIOUR**

12.1 In General

- Late coming will not be tolerated under any circumstances. Learners who are persistently late will be dealt with severely. If a learner is late an adult must accompany the learner and report to the office.
- Saying or doing anything that will discredit themselves or the School.
- No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners.
- No learner has the right at any time to behave in a manner that will cause another learner physical or emotional harm.
- The use of language that is seen as insulting, offensive, discriminatory or racist is prohibited.
- Not adhering to the school dress code / hair rules.
- Insubordination towards any staff member.
- Not obeying prefects, media monitors or scholar patrol.
- Chewing gum or eating in class.
- Playing and/or running on the stairs, verandas or corridors.
- Littering.
- Interrupting a teacher when he/she is talking to other people.
- Riding bicycles on the school grounds.
- Playing in the toilets.
- Selling of any goods or services at all official school events, both within and outside regular school hours (unless doing so under the auspices of Milton School).
- According to the rules stipulated in The South African Schools Act in section 33A regarding the prohibition of political activities during school times: the school, governing body members, staff members and/or learners may not display any material of a party-political nature on the school premises unless such material is related to the curriculum of the school. This includes posters, banners, flags, uniform or any other item that can be construed as political.
- Failure to give or return written communication between the school and the parents (circulars, letters, etc).
- Talking during Assembly.
- Inappropriate physical contact between learners is not allowed on the school premises or in school uniform while not on the school's premises.
- No hard cricket balls allowed.
- Not allowed to play rugby.
- No marbles and skateboards allowed on school premises.
- Learners may not ask to use the phone in the offices.
- **Cell phones are not allowed.** The school cannot accept responsibility and/or accountability for cell phones brought to school. Random searches will be conducted. Any cell phones or electronic devices will be confiscated. **Please see the Learners' Cell Phone policy in section 15.**
- Bullying (see section 19)
- Bringing any form of contraband onto school property.
- Learners may not sell or exchange goods for money, other goods or services on the school premises.
- School violence
 - No form of violence committed by one learner on another, or teacher on learner, or learner on teacher, or parent/guardian on teacher, or teacher on parent/guardian, or parent/guardian on parent/guardian will be tolerated at Milton School.
 - The school is committed to the South African Schools Act.
 - Any party guilty of any form of assault on another will be guilty of an offence. Steps will be taken against the perpetrator to ensure that a sentence for assault is imposed.

12.2 In the Classroom / Physical Education

Disruption of the learning and teaching process will result in the removal of the learner from class and parents will be informed immediately.

- Not writing down homework or homework not signed by parent on a daily basis.
- Failure to do homework and to hand in work/assignments timeously.
- Refusing to work in class.
- Not putting sufficient effort into his/her school work.
- Arriving late for lessons without a valid reason.
- Disrespect towards the teacher.
- Dishonesty or talking during assessments/tests/exams.
- Homework left at home.
- Textbooks/workbooks/files not at school.
- Misuse of school equipment.
- Misuse of textbooks.
- Frequent visits to the toilet during class time unless this is due to a medical condition. If so, a medical note is required.
- Communication books must be brought into class and be on learner's desks at all times.

13. **PLACES THAT ARE OUT OF BOUNDS DURING BREAKS, BEFORE AND AFTER SCHOOL (UNLESS ACCOMPANIED OR SENT BY A TEACHER)**

- The stands on the soccer fields.
- Near the teachers' or visitors' cars.
- In classrooms.
- On upstairs corridors.
- On the jungle-gyms before or after school.
- In the foyer, administration block, or the area around the administration block
- In the hall.
- Rails on the school grounds.
- At the staff quarters.
- Sporting equipment / places (eg. tennis courts, long-jump pit)
- On the grassed area on the corner of Severn Drive (in front of Thee Rivers Lodge).

14. **CHANGING OF CLASSES**

- Learners must lead off as instructed, in single file, keeping left.
- Suitcases must be carried on the back by both straps or by hand. Only partitioned suitcases or hard/rigid suitcases are permitted.
- Trolley bags may not be 'raced' or pulled without regard for others.
- No talking in line when changing classes or at assembly points.

15. **LEARNERS' CELL PHONE POLICY**

15.1 Preamble

- This policy is aimed at managing and controlling the use of cell phones at Milton Primary.
- We, as a school, acknowledge and respect the need for parents to communicate with their children. However, we are aware of the fact that the use and abuse of cell phones poses social, ethical and safety consequences.
- This policy is used to discourage learners from bringing a cell phone to school.
- This policy prohibits the use of cell phones at Milton Primary.

15.2 Legislative Framework

- Regulations for Safety Measures at Public Schools, GN 1040, GG22754 of October 2001
- The South African Constitution (ACT 108 of 1996)
- South African School's Act (ACT 84 of 1996)
- The policy aligns itself to the Copyright Laws of South Africa.

15.3 Definitions

- "LEARNER" one who is enrolled at Milton Primary.
- "TEACHER" a professional person who teaches at Milton Primary.
- "CONFISCATED" removed from the learner by a teacher or staff member and kept until the end of the term in which it was confiscated.

15.4 Introduction

Cell phones are useful devices that are almost indispensable for adults these days, but they are potentially extremely disruptive and dangerous in the hands of a child. The teachers at Milton Primary are extremely concerned about the social and emotional problems that arise from the misuse of cell phones.

15.5 Objectives/Rationale

We prohibit the use of or the carrying of a cell phone in our school for the following reasons:

- Learners who carry or use cell phones in public, particularly in travelling to and from schools, have become the target of criminals.
- Theft of cell phones at school is a persistent problem.
- Cell phones are used to cheat in tests and examinations. The Department of Education stipulates that it is an irregularity for cell phones to be taken into an exam venue.
- Cell phones are multi-functional and learners tend to access and use these features in class (music videos, games, mms, sms), thus becoming distracted. This results in low levels of self-discipline, poor concentration and a poor work ethic.
- Cell phones allow learners to access and distribute pornographic material.
- Cell phones make learners vulnerable to approaches by undesirable individuals or groups including criminals and paedophiles.
- Cell phones carry private data which may become accessible to undesirable individuals or groups when phones are lost, borrowed or stolen.
- Cell phones are used by learners to communicate with their parents in case of school emergencies.
This sends parents to the scene of an emergency and can impede effective evacuation procedures.
- Learners are using social media networks linked to cell phones to abuse fellow learners and tarnish their images.
- Parents become abusive towards teachers and other learners when cell phones are confiscated, lost or damaged.

15.6 A Statement of Application:

- Cell phones are prohibited at Milton Primary School.
- Learners who have emergencies may request the assistance of the secretaries to telephone their parents/guardians. Trivial reasons for contacting parents will not be tolerated.
- In case of an emergency, a cell phone may be brought to school but the following procedure will be followed:
 - The cell phone, together with a letter from the parent/guardian, will be handed in to the register teacher for safekeeping. Such phones may not be switched on during the normal school day.
 - If a prefect or teacher suspects a learner of having a cell phone, it will be reported to the principal immediately and the learner will be searched.

Failure to comply with the above mentioned rules will lead to the cell phone being confiscated.

15.7 Procedure to Follow After a Cell Phone is Confiscated

- The cell phone will be removed from the learner's possession by a teacher. The teacher will escort the learner to the secretary's office.
- The cell phone will be labelled with the following details:
 - Name of learner
 - Date cell phone was confiscated
 - Model of the cell phone
 - Serial number
- The above details will be entered into the cell phone register.
- SIM card will be removed.
- The learner must sign the register to acknowledge that the details are correct and that he/she has received the SIM card.
- Confiscated cell phones will be locked away in the safe in the strong room.
- Confiscated cell phones will only be handed back to the parents/guardians of the learner at the end of the term. Parents will be expected to collect the cell phone personally.
- Parents will sign the register to acknowledge receipt of the cell phone.

- Second time offenders will have their cell phones confiscated until the end of the year.
- Repeat offenders will have to appear before a disciplinary committee.
- The possession of a stolen cell phone will result in immediate disciplinary action being instituted against the offender.

15.8 Liability

The school will not, under any circumstances, engage parents in discussions resulting from the confiscation of a learner's cell phone.

We, the school, will not take any responsibility for the theft or loss of a cell phone brought to school, no matter what the circumstances. This includes the loss or theft of cell phones that may be handed in to teachers and/or coaches for safekeeping, as well as to cell phones which have been confiscated from learners who use them in defiance of the school rules.

16. **SCHOOL AND PARENTAL ROLE IN DISCIPLINE**

Milton Primary prides itself on its good value systems and strict discipline. We believe that good discipline, inside and outside of the classroom, is beneficial to all learners as it facilitates the teaching and learning process, and also contributes to the overall development of the child

It is important that parents understand that discipline begins in the home and that we, at Milton, can only build on the foundation that has been laid by the parents. The school CANNOT be your child's sole or primary disciplinarian. Basic manners and teaching of values begins at home. We are partners in the education of your child.

The duty of the school is to keep the parents informed of their child's behaviour at school. This is done via the Communication Book (merits and demerits). It is imperative that parents check their child's book on a regular basis (at least once a week). This will assist parents to see if the child needs assistance and/or encouragement and to adjust negative behaviour patterns if necessary. **Parental involvement encourages a child to apply him/herself academically and socially, and allows the child to develop into a well adjusted and responsible member of the family and community.**

Parents are required to sign demerits that are given as this is the only indication to the teacher that the parent is aware that a demerit has been given or that unacceptable behaviour has taken place. Disciplinary measures taken by the school are explained in section 17.

PARENTS, IF DISCIPLINE IS NOT REINFORCED AT HOME THEN WE ARE ALL FIGHTING A LOSING BATTLE. APPLYING DISCIPLINE IS ALWAYS IN THE BEST INTEREST OF YOUR CHILD.

17. **MERIT AND DEMERIT SYSTEM**

17.1 **INTERSEN PHASE**

17.1.1 **MERIT SYSTEM**

Merits will be awarded in the following instances:

- Learners who abide by the school rules will be given merits. Teachers will issue them at their own discretion for: helpfulness, extra work, effort, good behaviour, participation and any other special reason. Learners with exemplary behaviour will receive a scroll at the end of the year.
- Scholastic achievement.
- Good work ethic.

Procedure:

- After 5 merits the pupil receives a bronze Star Learner certificate.
- After 10 merits the pupil receives a silver Star Learner certificate.
- After 15 merits the pupil receives a gold Star Learner certificate and a chocolate. SMS sent to parents.
- After 25 merits the pupil receives a 2nd gold Star Learner certificate, a chocolate and a Igey badge. SMS sent to parents.
- After 35 merits the pupil receives a 3rd gold Star Learner certificate, a chocolate and an opportunity to wear civvies. SMS sent to parents.
- After 45 merits the pupil receives a 4th gold Star Learner certificate, a chocolate and an opportunity to wear civvies. SMS sent to parents.

- After 55 merits the pupil receives a 5th gold Star Learner certificate, a chocolate and an invitation to the movies. SMS sent to parents.

17.1.2 DEMERIT SYSTEM

Learners have a merit/demerit list on which merits and offences are recorded. Parents sign next to these merits/offences once a learner has received them. This signature is a control measure which allows the teacher to know that the parent is aware of the demerit. Class teachers control the signing of the merit/offences on a weekly basis. This ensures that parents are kept informed of their child/ren's behaviour at school. At the end of the year any learner who has not received an offence will receive a merit certificate and a scroll for exceptional behaviour.

Learners who do not adhere to the code of conduct will be placed on detention according to the procedure as set out below. Detention will take place on a Friday afternoon from 13h40 till 16h00. It is the responsibility of the parents to make the necessary transport arrangements for their child to attend detention. Detention activities will include:

- Counselling sessions to correct behaviour.
- Discipline workshops that focus on positive changes to behaviour.
- Worksheets that encourage positive behaviour patterns.

Detention learners must be collected promptly. There will be no supervision at the school after 16h15. Learners not yet collected by that time will be left with the ADT security guards. The security company will reserve the right to charge parents for their time.

Procedure:

Scholastic Demerits

- After 5 demerits the HOD will have an interview with the pupil. The pupil will be placed on detention for 1 Friday afternoon.
- After 8 demerits the Deputy Principal will have an interview with the pupil. A parental meeting with the HOD and the grade teachers will be held. The pupil will be placed on detention for 2 Friday afternoons.
- After 11 demerits the Principal will have an interview with the pupil. A parental meeting with the Principal/Deputy Principal, the HOD and the grade teachers will be held. Intervention and support will be decided on by the Principal.
- After 13 demerits the Life Coach will have a disciplinary meeting with the pupil. A parental meeting with the Life Coach and the grade teachers will be held. Intervention and support will be decided on by the Life Coach and/or Principal.
- After 15 demerits the SGB will have a disciplinary hearing with the pupil and the parents. Intervention and support will be decided on by the SGB.

Behavioural Demerits: Minor Incidents

- After 5 demerits the HOD will have an interview with the pupil. The pupil will be placed on detention for 1 Friday afternoon.
- After 8 demerits the Deputy Principal will have an interview with the pupil. A parental meeting with the HOD and the grade teachers will be held. The pupil will be placed on detention for 2 Friday afternoons.
- After 11 demerits the Principal will have an interview with the pupil. A parental meeting with the Principal/Deputy Principal, the HOD and the grade teachers will be held. Intervention and support will be decided on by the Principal.
- After 13 demerits the Life Coach will have a disciplinary meeting with the pupil. A parental meeting with the Life Coach and the grade teachers will be held. Intervention and support will be decided on by the Life Coach and/or Principal.
- After 15 demerits the SGB will have a disciplinary hearing with the pupil and the parents. Intervention and support will be decided on by the SGB.

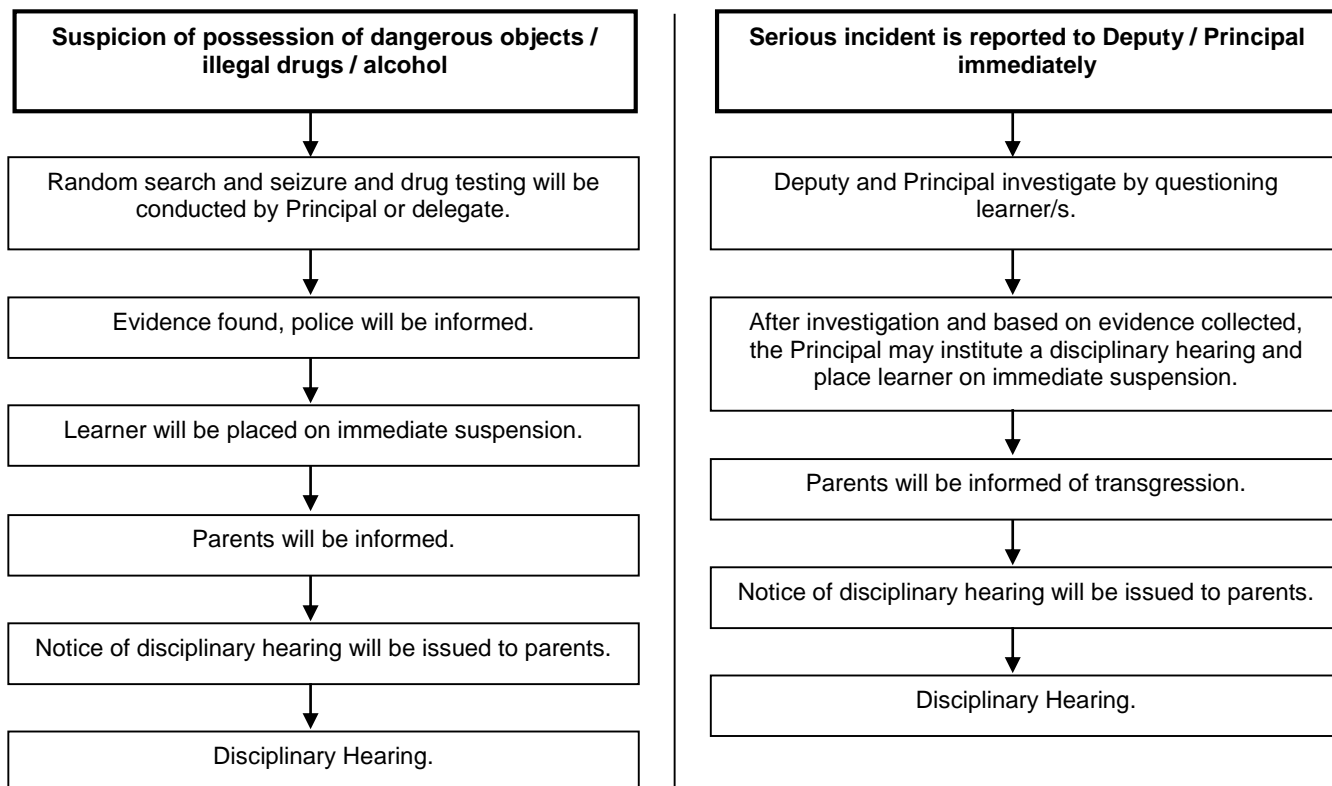
Behavioural Demerits: Intermediate Incidents

- After 3 demerits the HOD will have an interview with the pupil. A parental meeting with the HOD and the grade teachers will be held. The pupil will be placed on detention for 1 Friday afternoon.
- After 6 demerits the Life Coach will have an interview with the pupil. A parental meeting with the Life Coach, HOD and the grade teachers will be held. The pupil will be placed on detention for 2 Friday afternoons.
- After 9 demerits the Principal will have an interview with the pupil. A parental meeting with the Principal/Deputy Principal, the HOD and the grade teachers will be held. The pupil will have a supportive counselling session with the Life Coach. Intervention and support will be decided on by the Principal.
- After 10 demerits the SGB will have a disciplinary hearing with the pupil and the parents. Intervention and support will be decided on by the SGB
- After 11 demerits the Department of Education will be asked to intervene. Intervention and support will be decided on by the Department of Education and/or Principal.

Behavioural Demerits: Serious Incidents

- After 1 demerit the Principal and Deputy will have an interview with the pupil. A parental meeting with the Principal and Deputy will be held. The pupil will have a supportive counselling session with the Life Coach. Intervention and support will be decided on by the Principal.
- After 2 demerits the Principal and Deputy will have an interview with the pupil. A parental meeting with the Principal and Deputy will be held. The pupil will have a supportive counselling session with the Life Coach. Intervention and support will be decided on by the Principal.
- After 3 demerits the SGB will have a disciplinary hearing with the pupil and the parents. Intervention and support will be decided on by the SGB
- After 4 demerits the Department of Education will be asked to intervene. Intervention and support will be decided on by the Department of Education and/or the Principal.

According to the South African School's Act (Act 84 of 1996) as amended by the Education Laws Amendment Act 2005 and General Notice 2591 of 2001, this is the procedure that will be followed regarding serious incidents.



Based on the outcome of any of these interviews the following steps / intervention / support strategies can be taken:

- Placing the learner on detention.
- Arranging for counselling.
- Suspending the learner from participating in certain activities including the attendance of some or all of the classes.
- Not allowing the learner to go on tours or excursions.
- Any other appropriate action.

Any transgression hereafter will be referred to the Disciplinary Committee of the SMT (intervention) and thereafter to the Disciplinary Committee of the SGB.

17.2 **GRADE 6 LEARNERS: DISQUALIFICATION OF LEADERSHIP**

A learner will not be allowed to accompany the other pupils on the Grade 6 camp and will be disqualified from becoming a prefect leader if:

- he/she receives a total of 5 minor and/or intermediate behavioural demerits
- he/she receives 8 scholastic demerits
- he/she is found guilty of **any** serious misconduct as stated in the Code of Conduct under Serious Misconduct (section 18) or receives **any** serious behavioural demerits

Grade 6 Learner's Signature: _____ DATE: _____

Parent's Signatures: _____

18. **SERIOUS MISCONDUCT**

Scheduled offences that may lead to suspension or expulsion:

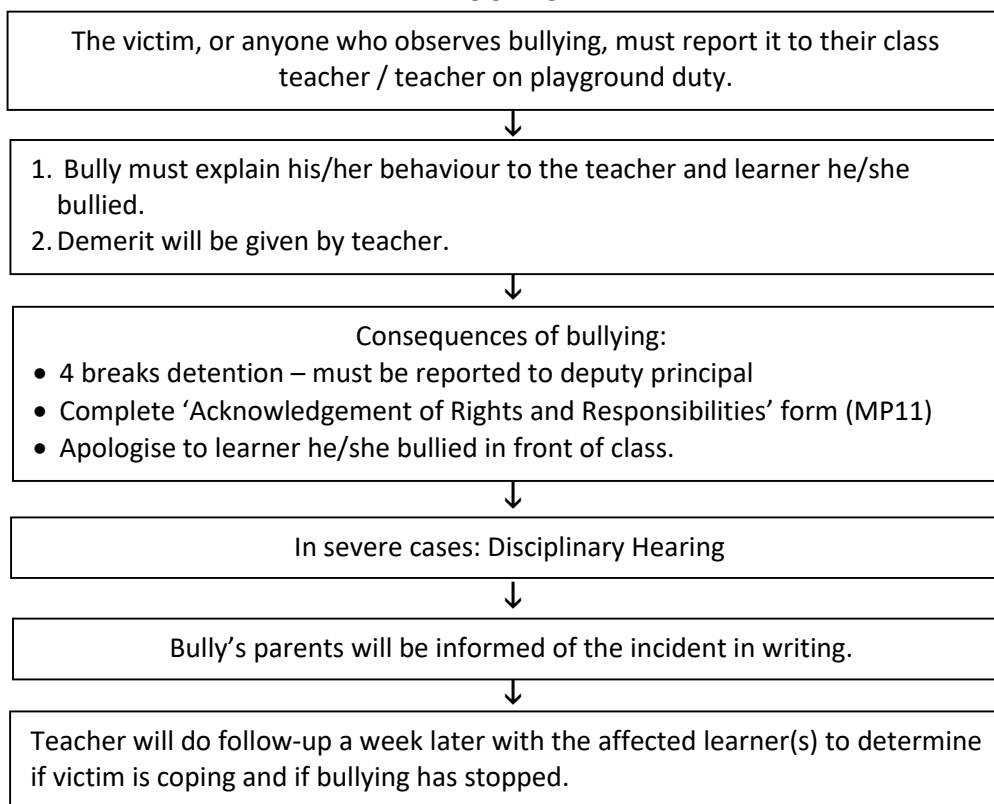
- Possession of dangerous weapons
- Fighting / assault / bullying
- Stealing
- Vandalism
- Regular absenteeism / truancy
- Cheating / dishonesty / fraudulent actions
- Disrespect to staff members / visitors
- Violence or threats of violence
- Possession, use, transmission or visible evidence of narcotics / unauthorised drugs / alcohol or intoxicants of any kind
- Persistent disobedience
- Criminal behaviour
- Physical/verbal abuse/racist remarks/insults
- Disregarding / insulting the dignity of a learner
- Sexual harassment
- Writing, drawing or passing around inappropriate words, notes or pictures
- Possession of undesirable reading material
- Dishonouring the school's name
- Repeated transgression of the school rules in the code of conduct
- Non-conformance to hair and uniform rules
- Smoking - in any form (hubbly, e - cigarettes, tobacco etc)
- Being in possession of any smoking utensils / equipment (as stated above), cigarette lighters or matches.

Should any of these offences occur it will lead to disqualification from attending leadership camps and excursions

BULLYING - UNACCEPTABLE BEHAVIOUR AT MILTON SCHOOL

It is a deliberate act of aggression by one or more learners against another learner.

PROCEDURE



SPORT'S PLEDGES

Coach's Pledge

As a coach, I acknowledge that I am a role model. I know that the principles of good sportsmanship are integrity, fairness and respect. While teaching the skills of the game, I must also teach student athletes how to win and lose graciously and that sport is meant to be educational and fun. I am fully aware of the behaviour expected from me by Milton Primary school and hereby accept my responsibility to be a model of ethical behaviour, integrity, and good citizenship.

Coach's Signature: _____

Date: _____

Sport Participant's Pledge

As a participant, I know I am a role model. I understand the spirit of fair play while playing hard. I will refrain from engaging in all types of disrespectful behaviour, including inappropriate language, taunting, back-chatting and unnecessary physical contact. I know the behavioural expectations of my school, and the school rules as set out in my communication book and hereby accept the responsibility and privilege of representing Milton Primary School and the community as a school participant.

Participant's Signature: _____

Date: _____

Sport Parent's Pledge

As a parent, I acknowledge that I am a role model. I will remember that school sport is an extension of the classroom, offering learning experiences for the learners. I will show respect for all players, coaches, spectators, and support groups. I will participate in cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and good sportsmanship expected by our school. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a Milton sporting participant.

Parent's Signature: _____

Date: _____

LEARNER'S PLEDGE

As a learner of Milton School:

- I promise to RESPECT all religions and cultures.
- I promise to be FRIENDLY AND POLITE at all times. I will RESPECT my teachers, parents, friends and visitors. I will speak in a CIVIL MANNER to others as we respect and care for one another.
- I promise to RESPECT my own, as well as other's POSSESSIONS and will never be guilty of vandalism or theft.
- I understand that much TIME AND EFFORT is spent keeping our SCHOOL BUILDINGS AND GROUNDS neat. I will respect this and keep the passages, classrooms, toilets, hall and other areas, including our school grounds, CLEAN AND TIDY.
- I understand that the FACILITIES at our school are very expensive and I promise to respect this and handle them responsibly.
- I promise to be DILIGENT regarding my school work. I will be SELF-DISCIPLINED and PUNCTUAL in my school attendance, homework and extra mural activities.
- I understand that ATTENDANCE at school is COMPULSORY by law.
- I promise to have a POSITIVE ATTITUDE and display the necessary CONSIDERATION AND RESPECT for the SCHOOL and adhere to the SCHOOL RULES.
- I promise to TAKE PRIDE in my SCHOOL UNIFORM. I understand that while I am in uniform I am a representative of Milton Primary and promise to BEHAVE in an APPROPRIATE MANNER.

I hereby acknowledge and agree to abide by the Code of Conduct.

LEARNER'S SIGNATURE: _____ DATE: _____

PARENT'S PLEDGE

As a parent of Milton School:

- I promise to accept that I am my child's primary teacher and disciplinarian.
- I promise to be a positive role model for my child.
- I promise to be fully supportive of the school and teachers in all respects.
- I promise to ensure that my child is punctual, attends school regularly, complies with the school's dress code, adheres to the school rules, and is equipped materially for his/her education.
- I promise to assist the school in the promotion of the best interests of my child's development and progress.
- I promise to inculcate socially acceptable values, norms and morals, such as respect, care, courtesy, politeness, honesty, confidence and independence in my child.
- I promise to take an active interest in my child's schoolwork and to ensure that his / her homework is done.
- I promise to accept my responsibility to pay school fees on time.
- I promise to ensure that my child is aware of the school rules and the code of conduct.
- I promise to conduct myself in a cordial, courteous and socially acceptable manner on the school premises and at all school functions / meetings.
- I promise to respect the Traffic Control Officers and the rules of the road at the drop-off zone.
- I promise to ensure that my child has the necessary transport arrangements to enable him/her to vacate the school premises by 14h15.
- I promise that, should my child participate in sports/cultural events or attend school functions, I will arrange that my child has transport from the school at the notified time.

I hereby acknowledge and agree to abide by the Code of Conduct.

PARENT'S SIGNATURE: _____ DATE: _____

PARENT'S SIGNATURE: _____ DATE: _____

GRADE 7 PLEDGE
(to be signed by Grade 7 learners only)

I hereby pledge my willingness to comply with the following statements which reflect what is expected of me as a Grade 7 pupil of Milton School:

- I shall behave according to the Code of Conduct so as to receive less than 10 demerits this year.
- I shall be a role model for the younger pupils to emulate.
- I shall represent my school as an ambassador at all times.
- I shall display a positive and co-operative attitude towards my peers and teachers.
- I shall strive towards living by the values and attitudes as set out in the Learners' Code of Conduct and also respect the values and norms of my community.
- I shall not be found guilty of serious misconduct.

Should I not comply with the above-mentioned I shall:

- forfeit the opportunity to go on any excursions, including the Grade 7 Farewell.
- forfeit the privilege of attending Honours Day and Valediction.
- On receiving any 10 demerits, or 1 serious demerit, I will forfeit the privilege to attend the Grade 7 Farewell function.

LEARNER'S SIGNATURE: _____ DATE: _____

TEACHERS' PLEDGE

As teachers of Milton School, we promise to:

- respect the dignity, beliefs and constitutional rights of learners, which includes the right to privacy and confidentiality;
- acknowledge the uniqueness, individuality, and specific needs of each learner, guiding and encouraging each to realise his/her potential;
- strive to enable learners to develop a set of values consistent with the fundamental rights contained in the Constitution of South Africa;
- exercise authority with compassion;
- avoid any form of humiliation, refrain from any form of abuse, physical or psychological;
- refrain from improper physical contact with learners;
- promote gender equality;
- refrain from any form of sexual harassment (physical or otherwise) of learners;
- use appropriate language and behaviour in our interaction with learners, and act in such a way as to elicit respect from learners;
- take reasonable steps to ensure the safety of learners;
- not abuse the position we hold for financial, political or personal gain;
- not be negligent or indolent in the performance of our professional duties;
- recognise, where appropriate, learners as partners in education.

TEACHER'S SIGNATURE: _____ DATE: 12 January 2022 .

PRINCIPAL'S SIGNATURE: _____  _____ DATE: 12 January 2022 .

SCHOOL GOVERNING BODY
CHAIRPERSON'S SIGNATURE: _____  _____ DATE: 12 January 2022 .

DISCIPLINARY SECTION

To help with the control of the discipline procedure it is necessary to have samples of signatures of your child's primary and/or other disciplinarians. This will be the parents and any other **adult** person who the parents have designated to sign demerits in their absence. These signatures will be used to check the signed demerits and any signatures that differ from these samples will be queried.

Parents, if at all possible, please DO NOT pass this responsibility on to older siblings.

Signatures: Father: _____ Mother: _____.

Alternative Signature: _____ : Relationship to learner: _____.

As a parent, please acquaint yourselves with the school's Code of Conduct and rules as set out in this book as it is important that you guide your child regarding what is expected from him/her at school. These rules are discussed at school but please discuss them again with your child to facilitate a better understanding.

IT IS THE REPSONSIBILITY OF EACH LEARNER TO HAVE HIS/HER COMMUNICATION BOOK AT SCHOOL EVERY DAY. FAILURE TO PRODUCE THE BOOK WHEN REQUESTED WILL RESULT IN A DEMERIT. IF A LEARNER LOSES HIS/HER BOOK, THE BOOK MUST BE REPLACED AT A COST OF R30.00 AND AS A CONSEQUENCE, AN INTERMEDIATE DEMERIT WILL BE GIVEN.



MERITS

It is the responsibility of the learner to claim merits once he/she has earned them.

It is also the responsibly of the learner to claim merit rewards as indicated on the following merit pages.

Merits are awarded according to the list below:

MERITS			
70	Academic: 80% in summative test/exam	86	Monitor: class files/money files (per term)
71	Academic: consistently good work	87	Monitor: media - per term
72	Academic: only 7's on report	88	Prefectship: Head Prefect (per term): Exemplary
73	Academic: specific exercise/work well done	89	Prefectship: School Prefect (per term): Exemplary
74	Academic: supplementary/media books read	90	Prefectship: Prefect Monitor (per term): Exemplary
75	Acts of honesty	91	Prompt response - signing books/return slips etc
76	Acts of kindness	92	Scribe (per term)
77	Ambassador for Milton (outings, tours, etc)	93	Service to the school
78	Extramural activities: 100% attendance	94	Sport: captain
79	Consistently good behaviour	95	Sport: district team
80	Cultural participation	96	Sport: national team
81	Fundraising: organisational role	97	Sport: provincial team
82	Fundraising: supportive role	98	Sport: winners of league
83	Improvement in behaviour	99	Teacher's discretion
84	Media Centre: no overdue books	100	5 stars = 1 merit