



St Patrick's CBC, Kimberley CODE OF CONDUCT: HIGH SCHOOL

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1. Introduction:

St Patrick's CBC is a Catholic school with a history of over 100 years. For pupils to acquit themselves well – academically, spiritually and extramurally – the School must provide an environment which will promote this. By following the basic rules of the School, the development of a civil society that strives towards common behaviour which enables all constituents to live and work together in a supportive and nurturing fashion is encouraged. These basic rules embody the ethos and values of a Catholic school.

Pupils and their parents need to be aware that there are boundaries in which pupils are expected to conduct their day to day life at School. Transgressions of these boundaries are met by certain consequences.

Being an independent school, guidance in matters of discipline is gained from the Constitution of South Africa as well as such documents as provided by ISASA and the South African Schools' Act. In addition, documents presented by the Department of Education, whilst not pertaining directly to independent schools are, viewed as valuable resources.

2. Rights and responsibilities:

In the School context, teachers, parents and pupils have responsibilities. To sustain a healthy learning environment, the parties to the education relationship need to acknowledge their respective responsibilities.

Given the available resources, parents can expect only the best possible education whilst at the same time accepting responsibility to help the school achieve the goal of holistic education. It is the parents' responsibility to support the child and teacher in the learning process. The teacher needs to be treated with the same respect that the parents wish to be.

Every pupil at St Patrick's CBC has a right to education but must recognise their responsibility to their parents, the school, teachers, their fellow-pupils and themselves. An environment of mutual respect, tolerance and acceptance of others irrespective of culture, race, creed or gender conducive to learning is therefore promoted.

In the classroom situation every pupil has the right:

- To be respected;
- To their point of view;
- To be heard.

The pupil's responsibility is:

- To be punctual;
- To participate in the classroom with interest;
- To always do the expected preparation and tasks given and to submit these on time;
- To respect others and their point of view.

Should the expected norms and standards of behaviour of school pupils not be met, corrective action will be taken by the School. This Code of Conduct applies whenever a pupil may be associated with St Patrick's CBC. Pupils are expected, whether it be during normal school hours and on the school premises or outside of normal school hours and off the school premises, to behave, act and dress in such a way that it will bring credit to themselves, the school and the wider community.

Teachers at St Patrick's CBC have the right to insist on respectful behaviour by school pupils. It is the responsibility of the teacher to ensure that there is orderly behaviour in the classroom which is conducive to learning by all.

3. General conduct:

In the light of the above, pupils at St Patrick's CBC are expected to:

- Behave responsibly and not endanger the safety and welfare of self and others;
- Respect and care for the property of the school, self and others;
- Maintain sound relations with others at School, be courteous and respect the dignity and self-worth of others;
- Be punctual and observe the timekeeping practices of School;
- Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn;
- Behave honestly and conduct themselves with integrity;
- Accept the authority of teachers and the Prefects as delegated by the St Patrick's CBC Executive Head;
- Accept legitimate punishment and disciplinary action taken against them.

It is impossible to list every possible infringement of this Code. The procedures below will outline the broad principles of the implementation of fair discipline at St Patrick's CBC.

Pupils need to be aware that being in the company of those contravening the Code may make them guilty by association. They are encouraged to leave situations which could be to their detriment.

4. Disciplinary measures:

Various forms of informal and formal disciplinary measures will be applied at School. The severity of the punishment will depend upon the seriousness of the infringement of this Code and its principles as well as any mitigating or aggravating circumstances. Repeatedly committing the same offence will result in progressively more severe punishment and may call for a formal disciplinary measure. Should the offence be of a very serious nature the Headmaster reserves the right to suspend the pupil pending a Disciplinary Hearing. As far as is

reasonably possible a record will be kept of all infringements of this Code. The removal of rank, privilege or award will be given consideration where the Code of Conduct has been transgressed, especially for Level 2 and 3 infringements.

4.1.1 Informal measures may be applied by the Prefects, Teacher, Phase Head or Head of the High School or their delegated authority in the following instances of **Level 1 and Level 2 infringements** of the Code of Conduct.

LEVEL 1 infringements:

- Not adhering to the time practices at School.
- Not attending Break Assembly.
- Not attending sport practices or rehearsals without a prior written or personal verbal excuse.
- Not attending Liturgical Singing, Mass, Assembly or Special Events.
- Infringing the dress code.
- Disruption of the classroom environment.
- Chewing gum.
- Littering.

LEVEL 2 infringements

- Being absent from a class without an acceptable reason.
- Leaving the school premises without permission.
- Disrespect for school property/ vandalism.
- Offensive language.
- Tampering with or damaging other people's property.
- Disrespectful or insolent behaviour towards teachers or Prefect members, e.g. Back chatting, playing one off against the other.
- Defamatory statements made of other people.

4.1.2 Informal measures could be one or more of the following:

- Counselling of the pupil by a teacher, i.e. pupil is called and situation is discussed. Incorrect behaviour is pointed out and expected behaviour is highlighted.
- Community Service during which various tasks will be allocated at the discretion of the teacher-in-charge.
- Writing out, e.g. the Code of Conduct.
- Writing a letter of apology or offering a public apology.
- Rectifying appearance and uniform problems during break.
- Confiscation of jewellery other than religious jewellery (cross or St Christopher) and Medic-Alert bracelets.
- Confiscation of cell phone, iPod or MP3 players – no sim cards will be returned to pupils before the phone is returned. Upon the first offence of this nature in a term, the pupil may pay R100 to the Bursar to have cell phone returned. A repeated offence will result in the cell phone being available for collection on the last day of the term only.
- Replacing any property that was tampered with or damaged – this may be levied on the school account.

- A letter to the parent, a copy of which will be placed on the pupil's file.

4.2.1 Formal measures may be applied by the Headmaster, Head of the High School, Phase Head or their delegated authority in the following instances of **LEVEL 3 infringements**.

- Dishonesty of any kind.
- Theft.
- Purchasing of cigarettes in school uniform, possession of or smoking cigarettes on School premises. Smoking in any form, including hookah pipes, on or off School premises.
- Repeatedly committing the same Level 1 or Level 2 offence which has resulted in at least three letters regarding the infringement being sent to the parent/s.
- Indecent public behaviour and/ or sexual impropriety.
- Possession of offensive or pornographic material.
- Obscene language.
- Accessing pornographic material in the Computer Centre. (See St Patrick's Computer Centre Code of Conduct).
- Any pupil who purchases or possesses alcohol or is found drinking on School premises or displaying any symptoms of intoxication. Pupils may not consume alcohol in public without their parent/s being present. [Even if a pupil is eighteen or over, the School does not regard it as acceptable practice for pupils to drink in public. It is not the example the School wishes to promote.]
- Any pupil who possesses or who tests positively for any illegal drug on school premises or where any association can be made with St Patrick's CBC. (See Substance Abuse Policy).
- Possession of a dangerous object; any explosive material or device; any firearm or gas weapon or any article, weapon or instrument which can be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralysed or unconscious at any official educational, cultural or social activity of the school within or outside the school premises.
- Bullying (See Bullying Policy).
- Fighting.
- Violence.
- Any transgression involving the law.
- Racism.
- Having received three written warnings for repeatedly impeding on the rights of other pupils to be educated by disrupting the class room environment.
- Any other act of misconduct that, in the opinion of the Head of High School, reasonably constitutes serious misconduct.

4.2.2 Formal measures could be one or more of the following:

- Parent interview.
- Referral for psychological counselling at the parents' cost.
- Involvement of law enforcement officers.
- Suspension from School – length will depend upon the seriousness of the offence.
- Disciplinary Hearing which can be held internally or by the Board of Governors.
- Expulsion.

5. Disciplinary process

5.1 **Level 1 and 2** infringements which result in informal disciplinary measures will be recorded as far as is reasonably possible on the pupil's file and parents may be informed.

5.2 The following procedure will apply where infringements require formal discipline measures, i.e. **Level 3** infringements.

5.2.1 In order to gather information and decide upon the specific disciplinary steps to be taken, the alleged misconduct will be investigated by the Phase Head or Head of the High School upon receiving notice of such alleged misconduct. This informal investigation, which will last not longer than three school days, may include an opportunity, if appropriate, for the pupil to 'state his case' in response to the complaint. At this stage, before the validity and details of the alleged misconduct have been established, the School will not necessarily advise the parents/guardians of such an investigation. If there has been misconduct which requires further steps to be taken, the parents will be informed. It is imperative that there be accurate documentation.

5.2.2 Depending upon the seriousness of the alleged misconduct the Headmaster may decide to **suspend** the pupil pending a full investigation. An Internal Disciplinary Hearing or a Disciplinary Hearing of the sub-committee of the Board of Governors will follow such a suspension unless, following the investigation, the infringement is proven not to be of the nature as initially alleged.

5.3.1 Suspension:

- The parents will be phoned for a meeting at which the situation will be explained to them and the pupil.
- Parents will be requested that pupil leaves School premises immediately and may only return upon being informed.
- Such a suspension may not last longer than two school days unless the misconduct proves to be of such a serious nature that there will be a Disciplinary Hearing of the sub-committee of the Board of Governors and the possibility of expulsion.

5.3.2 Should, following the investigation, the infringement be confirmed but not regarded to be of such a nature that the suspension continues or pupil face a Disciplinary Hearing, then -

- A meeting will be convened with the pupil, parents/ guardians, Phase Head, Head of the High School and Headmaster where the corrective measures will be explained
- The pupil may return to School.
- Disciplinary measures to be taken, following the infringement of the Code, will be relayed.

5.4 Internal Disciplinary Hearing

- The parents will be informed of the alleged misconduct by their child and given a time and date when the Internal Disciplinary Hearing will be held.
- The parents may choose to be present at the Internal Disciplinary Hearing but do not necessarily have to be. They may send a family member to represent them.

- No legal representation at an Internal Disciplinary Hearing will be permitted.
- Present: Headmaster who acts as the Chairperson, Head of the High School, Phase Head/ teacher, pupil/s, parents, secretary or one of the above to take minutes.
- Process:
 - The chairperson welcomes all present.
 - Information regarding the alleged misconduct is relayed to the pupil.
 - The chairperson hears the plea, i.e. guilty or not guilty.
 - The prosecution (Head of High School/ Phase Head/ teacher) presents the case of the school.
 - Chairperson questions the pupil on the evidence led by the prosecuting party.
 - Chairperson hears the case of the pupil.
 - Chairperson questions the pupil on the evidence led.
 - The hearing is closed.
 - The pupil and/ or parents are asked to leave the room while deliberations take place.
 - The pupil and parents are asked to return and the finding, i.e. guilty or not guilty, is made known.
 - If the finding is that of guilty, mitigating or aggravating evidence will be led.
 - Pupil and parent are again asked to leave the venue.
 - Deliberations take place.
 - The pupil and parents are called back and they are informed of the decision as well as the action to be taken.
 - The outcome will be relayed to them in writing.
 - The disciplinary sub-committee of the Board of Governors must be informed of the details and outcome of Internal Disciplinary Hearings.

5.5 **Disciplinary Hearing of the sub-committee of the Board of Governors:**

Should, following the investigation, the infringement be confirmed and it be regarded to be of such a serious nature that expulsion could follow, then –

- The Headmaster may decide that the suspension be extended until such time as the Disciplinary Hearing of the sub-committee of the Board of Governors will take place.
- A notification of a Disciplinary Hearing of the sub-committee of the Board of Governors will be given to the pupil and parents by the Headmaster. A copy of this notification must be submitted to this sub-committee.
- The parents/ guardian must, wherever possible, receive such a notification at least 72 hours (three working days) in advance.
- This notification will state –
 - The time, date and venue of the Disciplinary Hearing;
 - Sufficient information so that the pupil and parents will be informed of the alleged misconduct and the seriousness thereof;
 - That pupil and parents/ guardians have to attend the Disciplinary Hearing and that their non-attendance may prejudice the child's case as the Hearing will be held in their absence and a decision made without their involvement.

Save in exceptional circumstances, legal representation at a Disciplinary Hearing is not permitted. Application for such representation is made to the Headmaster and may be granted at his discretion.

5.5.1 The Disciplinary sub-committee of the Board of Governors will –

- Be constituted of at least two members of the Board of Governors, other than the ex-officio members and the Chairman of the Board of Governors.
- Include the Head of the High School or the nominated representative.
- The Disciplinary Hearing will be chaired by one of the members of the sub-committee who will
 - Be responsible for managing the hearing process and will decide on the guilt or innocence of the pupil in respect of the allegations made.
 - The findings of the chairperson should be based only on evidence presented at the enquiry. No finding of misconduct should be made for which prior notice was not given.
 - Decide on the action to be taken after consideration of the mitigating and/or aggravating factors
- Whenever it appears to the Disciplinary sub-committee of the Board of Governors that the disciplinary proceedings may put any witness under the age of 18 under undue mental stress or suffering if he or she testifies at the hearing, the sub-committee may, if practicable, appoint a competent person as an intermediary in order to enable the witness to give his or her evidence through that intermediary.

5.5.2 To ensure that the Disciplinary Hearing is properly conducted, the Chairperson of the Disciplinary Hearing will at the Hearing –

- Ensure that minutes are taken and/ or that the proceedings are audio recorded.
- State the allegations for which the Disciplinary hearing had been convened.
- Allow evidence to be led.
- Allow the witnesses to testify.
- Allow the parents and pupil to question such evidence.
- Should an intermediary have been appointed, an examination or cross-examination of the witness must not take place in any manner other than through the intermediary.
- Allow the parents and pupil to state their own case.
- Allow for mitigating or aggravating pleas.
- Ensure that all parties are treated with the necessary respect and dignity.
- After the completion of the Disciplinary Hearing, the Chairperson of the Disciplinary Hearing must, as soon as is possible, inform the pupil and parents of the outcome of the Hearing as well as the disciplinary steps to be taken and the reasons for such in writing.
- Inform the pupil and parents of their right to appeal against the decision.
- An appeal may be made for the following reasons:
 - The disciplinary procedure was not properly followed.
 - The final decision on guilt was considered to be unfair.
 - The decision regarding the action to be taken is considered to be inappropriate.
 - Mitigating factors were not properly considered.

- The Chairperson of the Disciplinary Hearing was considered to have been biased or subjective.
- The pupil was not given a fair opportunity to present his case.
- New and relevant evidence has come to light – the reason for it not being presented at the Disciplinary Hearing has to be stated clearly.

5.5.3 Should the pupil and parents wish to appeal against the outcome of extended suspension or expulsion, they may do so within five working days after receiving the written outcome of the Disciplinary Hearing.

- The appeal is made, in writing, to the Chairman of the Board.
- The Chairman of the Board will constitute an Appeal Committee consisting of at least two members who may be members of the Board of Governors who were not part of the initial Disciplinary Hearing.
- The detailed reasons for the appeal have to be submitted in writing.
- At the Appeal Committee meeting, the outcome of the Disciplinary Hearing will be reviewed and it will not be a 'Re-hearing'.
- Should the Chairperson of the Appeal Committee decide that there are grounds for such a re-hearing he may do so.

If the pupil has been suspended pending the completion of the Hearing process, the submission of the Appeal will not affect the suspension which will remain in place until the Appeal has also been concluded.

When a decision has been made by the Chairperson of the Appeal Committee, after consideration of the matters raised in the Appeal, a written recommendation will be made to the Chairperson of the Disciplinary Hearing. A copy of this will be given to the parents. This written recommendation is to be done within five working days. A final decision on the appeal will be relayed to the parents and pupil three days thereafter.

5.5.4 The outcome of the Appeal Committee is the final step in the school disciplinary process and marks the end of the internal disciplinary measures.

6. SPECIFIC BEHAVIOURS AND CONSEQUENCES:

6.1 Electronic devices -

6.1.1 Under no circumstances will the School take responsibility for any cell phones or electronic devices being lost or stolen unless these were handed in to the office for safekeeping and a record of such was kept.

6.1.2 Under no circumstances may an electronic device, e.g. cell phone, MP3 player and iPod disturb or be used in the classroom environment.

6.1.3 None of these devices may be used during the official school hours, support classes or extra-mural activities.

6.1.4 Should a pupil at any time be seen not to be adhering to the above, the electronic device and attachments will be confiscated. No SIM cards or batteries will be removed from phones and handed to pupils. The device will be placed in an envelope and handed to the Bursar for safekeeping. Upon the first offence of this nature in a term, a pupil may pay a penalty of R100 and the cell phone will be returned. If however, the

cell phone/ electronic device is confiscated again, it may only be collected, in person, on the last day of term. No exceptions will be entertained.

- 6.1.5 Should, however, the use of an electronic device be part of the teacher's lesson the pupil is expected to abide by the ground rules laid down by the teacher.

6.2 Academic behaviours –

- 6.2.1 **Plagiarism:** Teachers need to assess the work of pupils to determine their understanding and progress being made. With technological advancement it is possible for a pupil to download information from the internet and submit such as his/ her own effort. This will constitute plagiarism. Plagiarised work can be in typed or written form or even presented as an oral piece.

Should a pupil commit plagiarism, zero will be awarded for the work. Depending upon the timeframe the pupil may be given the opportunity to submit another task – their own work – but marks will be deducted for the initial plagiarism.

- 6.2.2 **Copying another pupil's work:** Both the pupil who copied as well as the pupil who offered their work to be copied will receive zero. Depending upon the timeframe the pupil may be given the opportunity to submit another task – their own work – but marks will be deducted for the initial copying.

6.2.3 Dishonesty in tests/ exams:

- 6.2.3.1 The teacher will draw a line on the script at the point that the pupil was seen to be cheating. The time will be indicated on such line.
- 6.2.3.2 The teacher will confiscate all incriminating material.
- 6.2.3.3 The pupil may continue with the test/ exam.
- 6.2.3.4 A written report will be submitted to the Phase Head together with the incriminating material.
- 6.2.3.5 If evidence of copying is found then the pupil will receive zero for all work done up to the time that s/he was seen to be dishonest.
- 6.2.3.6 A letter will be placed on the pupil's file.
- 6.2.3.7 Should this behaviour be repeated it may result in a Disciplinary Hearing.

6.2.4 Not submitting work for assessment on the due date:

- 6.2.4.1 Teachers will inform pupils when the due date for submission of a task is.
- 6.2.4.2 Should work not be submitted on time, the teacher will follow the procedure stipulated when the assessment task was handed out.
- 6.2.4.3 If this unsubmitted task was portfolio work then the pupil will sign a letter acknowledging that the task was not submitted. Zero will be awarded.
- 6.2.4.4 Parents will be informed.

6.2.5 Not writing a test/ exam:

Should a pupil not be present to write a scheduled test or exam, zero will be awarded if a doctor's certificate is not presented to the subject teacher upon return to school. If a doctor's certificate is presented the teacher may schedule another date for the test/ exam which was missed to be written.

7. UNIFORM

7.1 Dress Code

Uniform checks are carried out regularly by the Prefects and assisting staff. It is the responsibility of pupils and their parents, staff and the prefects to ensure that the School uniform is worn correctly and with the necessary pride. **All** items of uniform must be marked clearly and distinctly.

Once it becomes compulsory to wear the winter uniform, **blazers** are compulsory (in the second and third terms) and must be worn to and from School each day. In the first and fourth terms the blazer is an optional item of clothing. Blazers must be worn when pupils go on a class outing, to all formal School functions, School masses and Assemblies. In the summer terms pupils do not have to wear their blazers when they go to town as long as the girls have the School pocket badge and the boys wear the School tie. Blazers may not be missing any buttons. Missing buttons will be sewn on at break. The School blazer cannot casually be draped over the shoulder/s.

The **School tie** may not be of the type which has an elastic band for ease of wearing.

The basher is an integral part of the school uniform. Bashers are compulsory when pupils go on formal outings wearing the school uniform. There will be certain designated days on the calendar when the basher must be worn to and from school. It is the responsibility of the pupils and parents to ensure that the basher remains in a good condition. School will require that pupils replace bashers that are in a bad condition. Bashers may not be written on. Pupils will be required to remove graffiti from their bashers and in severe instances pupils may be required to replace their bashers. All bashers must carry the name of the owner inside.

Should a t-shirt or vest be worn under the shirt, the t-shirt must be plain white or plain flesh-coloured and the sleeves may not be longer than that of the school shirt.

The correct summer uniform for girls is:

- White short-sleeved school shirt with the school crest on the pocket. Shirts must always be tucked in.
- Short white socks.
- Grey School skirt – not shorter than three fingers above the knee when the girl kneels. The length of the skirt at the back must also be the correct length. If skirts are too short, the pupil will be asked to unpick the hem during break.
- Underwear must be white or flesh-coloured.
- School shoes. These must conform to school specification and must be clean. If shoes have laces, these must be neatly tied at all times. Buckles must always be fastened. There is shoe polish in the Executive Council room should shoes not be as clean as expected.

The correct summer uniform for boys is:

- White short-sleeved school shirt with the School crest on the pocket. Shirts must always be tucked in.
- The top button must be done up and the School tie must be worn correctly.
- Grey School long pants. These must be the correct length and not so long that they fold over on to the shoes. Should the pants be too long, the pupil will be asked to shorten such during break.
- Suitable black belt.
- Long grey socks.
- School shoes. These must conform to School specification and must be clean. If shoes have laces, these must be neatly tied at all times. Formal shoes, normally worn to go out, are not acceptable as school shoes.

The correct winter uniform for girls is:

- White long-sleeved school shirt with the School crest on the pocket. Shirts must always be tucked in.
- The top button must be done up and the School tie must be worn correctly.
- The School jersey may be worn during the winter but only if the blazer is worn as well.
- Grey School skirt – not shorter than three fingers above the knee when the girl kneels. The length of the skirt at the back must also be the correct length. If skirts are too short, the pupil will be asked to unpick the hem during break.
- Alternatively, girls may wear grey school pants during the winter. These must be the correct length and not so long that they fold over on to the shoes. Should the pants be too long, the pupil will be asked to shorten such during break.
- Long grey socks with the grey long pants. Should the school skirt be worn in winter, the girls must wear Blackmail stockings.
- School shoes. These must conform to school specification and must be clean. If shoes have laces, these must be neatly tied at all times. Buckles must always be fastened. There is shoe polish in the Executive Council room should shoes not be as clean as expected.
- The only scarves and beanies which may be worn are those of school, i.e. grey for grade 7 – 11 pupils and white for grades 12. Gloves must be grey or school blue or school green. Grade 12s may wear clean white gloves.

The correct winter uniform for boys is:

- White long-sleeved school shirt with the school crest on the pocket. Shirts must always be tucked in.
- The top button must be done up and the school tie must be worn correctly
- The School jersey may be worn during the winter but only if the blazer is worn as well.
- Grey School long pants. These must be the correct length and not so long that it folds over on to the shoes. Should the pants be too long, the pupil will be asked to shorten such during break.
- Suitable black belt.
- Long grey socks.

- School shoes. These must conform to School specification and must be clean. If shoes have laces, these must be neatly tied at all times. Formal shoes, normally worn to go out, are not acceptable as school shoes.
- The only scarves and beanies which may be worn are those of school, i.e. grey for grade 8 – 11 pupils and white for grades 12. Gloves must be grey. Grade 12s may wear clean white gloves.

Pupils are not to have their hands in their trouser or blazer pockets.

Sports uniform

The regulation extra-mural uniform is the white or coloured golf shirt and blue shorts.

The school tracksuit may be worn as well. The school's quilted jackets may replace the tracksuit top on PE/sport days. Only pupils who qualify for the 1st team tracksuit may purchase and wear such.

Pupils must wear appropriate footwear with the extra-mural uniform. Athletic/sport shoes and the school's striped white socks are acceptable.

No sponsored clothing items are deemed to be part of the official sports uniform.

Civvies Days

When pupils are permitted to wear civvies, this is to be school appropriate. Avoid dresses/skirts which are too short, necklines which are too low and pants which hang too low or are too tight. Should, in the opinion of the Phase Head, the civvies be inappropriate, the pupil will be requested to rectify the problem immediately.

7.2 Nails

All nails are to be kept short and clean. No nail polish of any kind may be worn. Nail polish remover is kept in the Executive Council room. Pupils will be sent to the Executive Council member on duty to remove nail polish or to cut nails that are too long.

7.3 Hair

The emphasis for boys and girls is on neatness and on natural styles. Hair styles must be uniform appropriate – where there is uncertainty the Head of the High School will make the final decision.

Pupils must have regulation haircuts BEFORE they return to school. Girls' hairstyles must be according to School guidelines BEFORE they return to school.

Boys and girls may not dye, tint, highlight, perm or colour their hair.

All girls with ethnic hair may wear hair extensions which must be of the same colour as the natural hair colour. Only a brand of extensions approved by the Head of the High School, in consultation with other staff members, may be used. These extensions may be attached to cornrows. Only regular patterned cornrows will be allowed – no design or patterns will be allowed. If the extensions are of the wrong colour or if the extensions have not been approved by school, the pupil will be requested to remove these extensions.

Matric girls are allowed to have weaves with the following provisos:

- They should be the same colour as the natural hair.
- If the weave does not cover a part of the natural hair, then the natural hair should blend in with the weave to make the hair look neat and natural.
- The length of the weave must be manageable.
- Should be neatly tied at all times.
- There should be no hair hanging in the face.
- The weave must be maintained properly at all times. It must be renewed if it begins to look old and untidy.

Matric boys are allowed to have cornrows with the following provisos:

- These should be of the same colour as the natural hair.
- Must be platted in a straight line, i.e. no patterns are allowed.
- The cornrows must end mid-neck and these ends must be neat.
- No beading of the tips of the cornrows is allowed.
- Cornrows must be neat at all times.
- The cornrows must be maintained properly at all times. They must be renewed if they start looking old and untidy.

If girls' hair is long it must be tied back with green or black accessories – matriculants may use white hair accessories. All hair accessories must be plain.

7.4 Jewellery

St Patrick's CBC is a Catholic School and as such no religious jewellery besides the St Christopher, the cross and rosaries may be worn. These must be of acceptable size and be suspended from a simple chain which is long enough so that it is not visible.

Pupils may ONLY wear watches and Medic-Alert bracelets over and above the cross and the St Christopher.

Boys may not wear earrings. Girls may wear 1 cm sleepers or studs of silver or gold. Only one earring, which must be worn in the earlobe, per ear is allowed. Girls may not wear only one earring.

Any jewellery items which are disallowed will be confiscated, placed in an envelope with the name of the pupil, teacher who confiscated the item as well as the date thereon and left with the Bursar for safekeeping. Confiscated jewellery items may be collected, in person, at the end of the term in which they were confiscated. Items not collected may be disposed of.

No other forms of body piercings such as eyebrows and tongue will be accepted at school.

7.5 **Make-up**

Pupils may not wear any form of make-up.

7.6 **Facial hair**

The eyebrows must be natural.

Boys must ensure that they are always cleanly shaven. If not, they will be sent to the Executive Council room at break to shave. If the problem persists, the parents will be contacted.

Side-burns must end mid-ear.

A pupil infringing upon the uniform requirements will be sent to the Executive Council room during break to rectify the problem.

- The pupil will be issued with the necessary to sort out the uniform problem, e.g. a razor and shaving cream to shave, buttons to sew on, correct socks, a nail clipper to cut nails which are too long, etc.
- The parents will be billed for these items issued or used.

Should a pupil continuously infringe upon the uniform requirements -

- The Phase Head will have an interview with the pupil.
- The parents will be phoned to fetch the pupil to rectify the uniform problem every time it occurs. In the case of boarders, the mentoring teacher will be called upon to deal with the uniform problem.
- Should the problem still continue, the pupil and parents will be asked to meet with the Head of the High School. A written warning will be issued.
- Should despite the written warning the problem still continue, the pupil will be referred to Executive Head for action, which may include a Disciplinary Hearing.