



HIGHBURY

PREPARATORY SCHOOL

PUPILS' CHARTER

1. INTRODUCTION

- 1.1 As an Independent School, Highbury Preparatory School expects a certain standard of behaviour from its pupils.
- 1.2 As a school with a strong Christian ethos, it expects tolerance of, and respect for, every member of the community through the nurturing and development of defined and socially acceptable norms.
- 1.3 Adherence to the Pupils' Charter will contribute to the establishment and maintenance of the desired ethos within the school. The emphasis of the Children's Charter lies in the constructive process of building up each child. Children are praised and encouraged in a variety of ways, on an ongoing basis.
- 1.4 Each pupil and parent is expected to be familiar with the contents of this document. Grade 4 to 7 pupils pledge their commitment to uphold both the letter and the spirit of the Children's Charter by acknowledging and signing the document at the start of the school year.

2 UNIFORM

- 2.1 It is expected that pupils will wear the ***appropriate*** school uniform to and from school, at all official functions, on outings and in public places. No item of school uniform may be worn with casual clothes. The proper wearing of a school uniform is a demonstration of the boy's pride in his school.

Preparatory School Uniform (Grades 1 – 7)

Boys' Khaki Uniform

- 2.2 Khaki shirt and shorts, khaki socks and polished black shoes, or brown sandals.

Boys' Winter Uniform

- 2.2 As above but with blue school jersey or sleeve-less pull-over, or full school tracksuit. Grade 7s may wear a white pull-over/jersey.

Boys' Smart Blues

- 2.4 White long sleeve shirt, school tie, blue Highbury blazer, long black socks, polished black school shoes

Please note: The school tracksuit may be worn over the Khaki uniform on exceptionally cold days. When choosing to wear a tracksuit then the full tracksuit must be worn unless special permission is granted by a member of staff to say otherwise. Tracksuit tops must be zipped up when worn.

PE Uniform

- 2.5 Blue golf shirt, blue shorts, blue floppy hat or cricket cap.

Uniform for Extramural Activities

- 2.6 For Physical Education and sports practices the PE uniform (PE 'blues') is to be worn.

Team uniforms, as specified by the team coach, are to be worn for matches. If the pupil is incorrectly dressed, he will not be allowed to participate in the match.

Regulation swimming costume, cap must be worn by all boys, for class and extramural swimming. Children must change after extramural swimming before leaving the school premises.

The school floppy hat or cricket hat (cap) and sunscreen are to be worn by all children for all outdoor activities.

The school tracksuit is part of the PE uniform and may, when necessary, be worn over the shorts and shirt or costume.

The tracksuit top may be worn over the sport uniform or PE blues, independently of the tracksuit pants. ***However, the pants may not be worn independently of the tracksuit top.***

Other Uniform Matters

- 2.7 **ALL ITEMS OF SCHOOL CLOTHING MUST BE CLEARLY MARKED WITH THE BOY'S NAME.**
- 2.8 Boys' hair must be kept short and neat. Gel or similar hair products, may not be used. Highlights, or any other type of hair colouring, are not acceptable and will result in an immediate suspension of the pupil until such time as the hair has been dyed back to its original colour or he has received a No. 2 haircut.

- 2.9 Fashionable hair styles e.g. comb-overs, steps, mohawks, shaved-in details etc. are not acceptable. Boys who are identified with such a hairstyle or haircut will be issued with a notification informing parents of the offence and a date by which the haircut/hairstyle must be rectified. Failure to do so may result in disciplinary measures and/or the boy being ineligible to represent the school in any official capacity.
- 2.10 Boys shall use only Highbury bags to carry books.
- 2.11 Extramural kit should be carried in a suitable sports/kit bag.
- 2.12 A house vest and white shorts must be worn for inter-house activities.
- 2.13 House caps and rosettes are optional for inter-house activities.

4. EXTRAMURAL ACTIVITIES

SENIOR PRIMARY - Grades 4 to 7

- 4.1 From Grade 4, children are required to spend a minimum of two afternoons per week participating in school extramural activities; one of which, preferably, should be sporting in nature.
- 4.2 A letter of excuse, from the parent to the extramural teacher, is required should the pupil miss a particular session. If a pupil does not have a letter available then he must personally excuse himself from the respective coach. All pupils are expected to commit themselves to a particular activity for at least a term.
- 4.3 Good sportsmanship is encouraged as a non-negotiable and thus above all other considerations on the sports field. While there should always be healthy competition and friendly rivalry, this is on no account to result in dishonesty, cheating, or unsportsmanlike behaviour. Sportsmanship is exhibited through fair play, respecting match officials, escorting guests to and from tea, greeting visitors, welcoming opposing teams, shaking hands with opposing teams after a match etc.
- 4.4 School activities ***must*** take precedence over private or club activities. Pupils who fail to comply with this, may be suspended from the team for a period of time.

5. GENERAL

- 5.1 Boys are expected to be at school on each academic day throughout the term, including the first and last days, unless they are ill. Should a pupil be absent on any particular day, one of the School Secretaries should be informed by telephone between 07:30 and 08:30. A doctor's certificate is required if the pupil is absent for 3 or more days or if a pupil is absent on either side of a school or public holiday. A child who has had a communicable disease must present a doctor's certificate upon his return stating that he is no longer infectious / contagious.
- 5.2 Bunking will not be tolerated whether it be for a whole day or part thereof.

- 5.3 In the event of a child missing a test or examination, where practically possible, he shall be expected to write same immediately upon his return to school. It is the responsibility of the boy to catch up missed work.
- 5.4 Dishonesty, lying and cheating are contrary to the ethos of the school and therefore will not be tolerated.
- 5.5 Stealing and all other criminal offences will be treated as criminal offences and dealt with accordingly.
- 5.6 Pupils shall respect the property and possessions of all individuals. In addition, the boys are required to exercise responsibility when storing and taking care of their own possessions.
- 5.7 All lost, but marked items will be available for collection in the manner specified by the School Clothing Shop manager who is in charge of Lost Property. Unmarked items will be sold at a special end of term lost property sale.
- 5.8 Children may not enter the following areas unless given express permission or accompanied by a teacher: Centenary Hall, Memorial Hall and the courtyard adjacent thereto, the Lecture Theatre, teachers' Staffrooms, Staff toilets, the swimming pool area, the upstairs level of the LEAP Longroom, computer centres, teachers' workrooms.
- 5.9 Children are responsible for completing homework and other tasks set. This is NOT the responsibility of parents.
- 5.10 Children are responsible for delivering newsletters and circulars to parents and, where necessary, returning reply slips to school. Where possible, newsletters and weekly reminders will be e-mailed or placed on the school Communicator.
- 5.11 The boys must ensure that their homework books are signed by their parents.
- 5.12 Toys, games, cellular phones and electronic equipment (i.e. smart watches) may not be brought to school and are therefore liable to be confiscated. Confiscated items may be returned to the parents at the end of a given term. In the case of repeat offenders the boy will be liable to disciplinary measures.
- 5.13 Boys at Highbury are not allowed to have in their possession or use a cellphone/smart watch while at school. Boys contravening this rule will have their cellphone/smart watch confiscated for a period of two week and may be liable to disciplinary measures.
- 5.14 Boys are not allowed to have in their possession or use a cellphone/smart watch while representing Highbury at a match, on an excursion, during an off-site visit or while on a tour. Boys contravening this rule will have their cellphone/smart watch confiscated for a period of two week and may be liable to disciplinary measures. In exceptional circumstances, and on instruction from the tour leader, boys may be allowed to have a cellphone under strict conditions
- 5.15 In exceptional circumstances and with the permission of the Form teacher, a boy will be allowed to give his teacher his cellphone for safekeeping during the day and receive it

on departing at the end of the school day. The cellphone is still not to be used by the boy while at school or while representing Highbury.

- 5.16 Boys are to exercise caution when playing ball games and contact sports during breaks.
- 5.17 Any sporting equipment brought to school must be clearly marked with the boy's name and kept in a bag – also clearly marked.
- 5.18 School begins at 07:25am by which time children must be lined up in the paved quadrangle, from where they will make their way to Chapel (SP pupils). Pupils must arrive promptly for all lessons and extramural activities. An inability to do so merely demonstrates a lack of respect for the teacher or coach responsible for conducting the activity. Disciplinary steps will be taken against boys who are continually tardy.
- 5.19 Boys are expected to show respect for adults and each other at all times. This may be demonstrated in several ways, for example, the doffing of caps or hats when greeting adults and/or any visitors, allowing girls/ladies or adults through a doorway first, escorting visitors to the school office when required, standing up when adults walk past, standing up when a teacher or an adult enters the class room, etc. Boys must be constantly aware of demonstrating good manners.
- 5.20 Lack of courtesy, disobedience, insolence, spitting, swearing, bullying, kicking, hitting, biting, throwing of objects, eating at inappropriate times, or any other unacceptable behaviour, on or off the premises, will not be permitted. Tolerance and understanding of all people is expected at all times.
- 5.21 Littering by the boys shall not be tolerated. In the interests of embracing and promoting our Eco-School status, as well as taking pride in school and estate, children are to throw all litter into the bins provided. Boys are to ensure that all sports fields are left clean and tidy. They are to put any litter left lying on the fields into the bins. All boys must be involved in keeping the school tidy.
- 5.22 When in attendance in the Dining room for meals, the boys are to comply with the instructions of the teacher on duty at all times. This might include being compelled to eat the meal in silence.
- 5.23 When in attendance in the Chapel, the boys are to remain quiet at appropriate times and respectful of their environment.
- 5.24 Boys are not allowed to leave the school grounds unless accompanied by their parent/guardian or a teacher.

6. BULLYING

- 6.1 Highbury has a *Helpful / Hurt free policy* that is implemented and applied throughout the school and at all times
- 6.2 Highbury Preparatory School is a **ZERO TOLERANCE** area for bullies. We do NOT tolerate bullying in any form or fashion: physical, verbal, emotional, social or cyber. This hurtful

behaviour is unacceptable and shall be severely dealt with in accordance with the guidelines contained in the Disciplinary Charter.

- 6.3 Any incidents of bullying will be dealt with confidentially. Steps will be taken to ensure that persons who report any bullying conduct are not victimized. All known incidents of bullying within the school will be recorded.
- 6.4 The punishment to be handed down for a bullying offence will depend on the circumstances of each case. It may, however, warrant a detention and / or a parent interview. It may require more serious sanction. However, each case will be dealt with on an individual basis and will be handled in accordance with the procedure laid down in the Disciplinary Charter.
- 6.5 Any incidents of bullying will be investigated, documented and a course of action will be followed to provide support for the victim and to aim to change the behaviour of the bully.
- 6.6 Any serious incidents of bullying will be referred to the relevant member of staff who will deal with it in accordance with the laid down procedures.
- 6.7 The boys must know and understand that they are part of a School that does not tolerate behaviour that hurts, intimidates, threatens, humiliates, mocks or in any fashion demeans another individual. This behaviour is not acceptable and boys should not feel afraid to discuss any such incidents with their class teachers.
- 6.8 Behaviour of a discriminatory behavior will not be tolerated e.g. racial or racist comments. Highbury boys are committed to being tolerant of boys of other races, languages, cultures, abilities and who might be different to them. They pledge to uphold the values of the school and not make any other boy feel inferior or unaccepted.

7. DRUGS

- 7.1 Highbury Preparatory School has a **ZERO TOLERANCE** policy towards drugs, alcohol and other prohibited narcotic substances. The boys are prohibited from bringing onto the school property:
 - alcohol
 - illegal and / or harmful substances
 - narcotic substances
 - cigarettes or other tobacco products
 - electronic cigarettes
- 7.2 A pupil may neither smoke nor consume alcohol or other narcotic substances, nor arrive at school under the influence of drugs/and or alcohol. This rule shall also be strictly applied should pupils be away from school on school related activities (e.g. tours, sporting events, excursions), or be representing the school in any way.

8. SCHOOL DISCIPLINE

- 8.1 The Disciplinary Charter which outlines in detail the expectations on each boy with regard to acceptable behaviour, also defines in some detail the behaviour

that is unacceptable and the consequences that a boy might face for such unacceptable behaviour. The emphasis is to build up the boys rather than to break them down. Boys are to be praised and encouraged wherever possible. It is part of the foundational ethos of the school that each and every boy has a unique value that he brings to the school.

- 8.2 This having been said, it is of course fundamental to a boys school in general, and to Highbury Prep school in particular, that the boys respect the school, respect its traditions, respect its staff, and respect their fellow pupils. In demonstrating this respect, they are required to conduct themselves in an appropriate fashion, with manners, with decorum, and with behaviour that is recognized as acceptable and worthy of compliment.
- 8.3 If and when it becomes necessary, boys who do not behave in such a fashion shall render themselves liable to be punished in an appropriate way.
- 8.4 The emphasis in punishment is rehabilitative or restorative rather than retributive/punitive.
- 8.5 Sometimes it is appropriate to devise a particular punishment in a particular instance. For example, a child who litters may be asked to collect litter during one of the breaks, or a child who does not attend practice sessions may be dropped from the team. These measures will be decided at the discretion of the particular staff member and will depend on the nature and seriousness of the behaviour in question.
- 8.6 Any Disciplinary action taken will be in accordance with the principles set out in the Disciplinary Charter, and each boy is required to accept and acknowledge the value and importance of having the school rules and of the consequences that might arise in having them enforced.
- 8.7 The two page Disciplinary Charter and Procedure document that follows acts as a summary of the much fuller Disciplinary Procedure for Pupils Policy.

DISCIPLINARY CHARTER AND PROCEDURES

1. INTENTION AND PRINCIPLES

- 1.1 This document outlines the intention and principles that are contained in the comprehensive Disciplinary Procedure for Pupils Policy. The Charter contains the Disciplinary Code. It has been formulated and adopted by the Board of Governors in consultation with the School Executive Management and contains within it, principles and procedures approved and endorsed by the Independent Schools Association of South Africa. It defines desirable objectives as well as defines infractions and unsuitable or undesirable behaviour. It regulates and governs the procedure that is applicable in all and any matters as might arise between the School on the one hand and a Pupil on the other, where steps are required to be taken by the School to censure, regulate or discipline such Pupil following unacceptable or inappropriate behaviour on the part of the Pupil.

- 1.2 The implementation of the Disciplinary Charter is essential to maintain and indeed promote the smooth and co-operative functioning of the school. It creates clarity and certainty with regard to behaviour expectations and eliminates perceptions of arbitrariness and unfair subjectivity in the manner with which Pupils are dealt.
- 1.3 It is the right of The School to initiate corrective action where the performance or behaviour of the Pupil is unsatisfactory.
- 1.4 Disciplinary procedures provide a framework to the School and the Pupil (as well as his parents) as to the appropriate manner in which disciplinary infractions are to be handled.
- 1.5 Disciplinary procedures ensure due and fair process.
- 1.6 The Disciplinary Procedure for Pupils Policy assists the School in maintaining high standards of orderly conduct both inside and outside of the classroom environment.
- 1.7 The Disciplinary Procedure for Pupils Policy provides guidelines for both Pupils and Teachers regarding what it is that constitutes ethical, acceptable, positive and disciplined behaviour, all of which are deemed desirable behaviour characteristics and ought to be evidenced in the manner in which Pupils conduct themselves.

2. **DISCIPLINARY MEASURES**

- 2.1 The Disciplinary Procedure for Pupils Policy articulates broad categories of behaviour which are regarded as disciplinary infringements. It is impossible to list each and every possible manner of rule infringement or Pupil misconduct. At all times, the School shall apply a fair procedure in dealing with any such infringement, and reserves the right to deal with all and any such infringement whether expressly defined in the Policy or not.
- 2.2 Various forms of formal and informal disciplinary measures are described and the School shall be entitled to implement any such corrective action or disciplinary measures that it believes are appropriate in the individual circumstances. The measures include (but may not be limited to):

Level 1 Measures: (Involving teacher and pupil)

- Appropriate correction and guidance by the Teacher or Head of Department.
- A verbal Reprimand.
- Issuing of a Demerit (recorded on ADAM)
- A form of detention (Friday Detention) or Time Punishment.
- A form of "Community Service"
- Simultaneous counselling by the teacher

Level 2 Measures: (Involving Headmaster, Head of Senior Primary, pupil and parents)

- Parental contact and a meeting with parents, generally after the School has completed its investigation.
- One or more Friday Detentions based on the severity of the offence.
- A formal written warning (usually effective for a period of 3 to 6 months).
- Suspension from class, or from attending school, pending the convening of a formal disciplinary hearing, and/or as corrective disciplinary action following upon such disciplinary enquiry.
- Expulsion from the School. This is usually a last resort following serious or repeated misconduct, and would usually follow the conducting of a formal disciplinary enquiry.

2.3 Discipline is usually applied progressively; however this would depend on the circumstances and the gravity of the infraction.

2.4 The Disciplinary Procedure for Pupils Policy describes the detail contained in the various procedures that govern the implementation of disciplinary measures, investigations, enquiries, sanctions as well as the Review process that may be appropriate.

2.5 The Headmaster or a person delegated by the Headmaster shall preside over a formal Disciplinary Enquiry.

2.6 Proceedings at a Disciplinary Enquiry shall take place with due regard to the considerations of natural justice.

2.7 The comprehensive Disciplinary Procedure for Pupils Policy shall be deemed to be read as if included in the "Terms of Enrolment" applicable to each and every pupil. A full copy shall be available for perusal at the School Administrative offices during the School day, or a full copy can be printed and supplied to any parent on demand.

PUPILS' CHARTER DECLARATION

*I, _____, declare that I shall do my utmost to uphold both
the letter and the spirit of this Pupils' Charter.*

Declaration made on this _____ day of _____ 20____,

in the presence of the school community at Highbury Preparatory School.

Signature: _____ (pupil) Signature: _____ (parent/guardian)