



STATEMENT OF MISSION

Bryanston High School strives to provide quality education within a caring environment that balances the pursuit of academic excellence and the development of essential life skills, so as to empower all of the learners to achieve their potential and meet the challenges of a dynamic society, as responsible citizens.

BRYANSTON HIGH SCHOOL CODE OF CONDUCT FOR LEARNERS

While it is a learner's right to receive an education and while Bryanston High School will strive to provide the educational opportunities this community has come to expect, it is important that learners acknowledge their responsibilities to themselves, their fellow learners, their educators and School.

Learners will therefore commit themselves to:

1. Be punctual at all times.
2. Establish realistic, clear and meaningful academic goals for each year's study programme.
3. Establish a sound work ethic to ensure sustained academic progress.
4. Assist in keeping the buildings and grounds neat and clean by not littering.
5. Conduct themselves, while on the school premises or outside of school, in a manner that will be a credit to the image of the School.
6. Be courteous and respectful in their conduct towards all staff, fellow learners, Councillors and visitors to the school.
7. At all times adhere to the school rules as set out in the admission documents and the learner's diary.
8. Involve themselves in all spheres of school life to ensure that the high standards at Bryanston are maintained.
9. Ensure that all equipment, provided by the school, is used with care.

BRYANSTON HIGH SCHOOL CODE FOR PARENTS

The School prides itself on the good relations it enjoys with parents. While parents can expect the school to provide their children with the best possible education with the resources available to it, parents must also accept certain responsibilities which will help the School achieve its goals. The parents must impress on their child the importance of adhering to the school rules and the disciplinary standards required by the school and the parent body as a whole (as represented by the Governing Body).

Parents shall strive to:

1. Support educators in their efforts to teach their children, i.e. monitor homework, check test results, help set goals and regularly consult the diary for educators' comments.
2. Communicate with Grade Controllers or the Principal timeously regarding areas of concern before they become major issues.
3. Involve themselves as much as possible in the School's activities, either actively on a Parents' Committee or Governing Body or simply as committed supporters of the School.
4. Familiarise themselves with the School's admission documents and the Code of Conduct to avoid confusion at a later date.
5. Make suggestions for learners through the Grade Controllers, or provide assistance on request to improve the educational process and environment.
6. Nurture their child's learning through guidance, questioning, assisting and showing interest in their child's academic progress.
7. Provide the daily opportunities needed by their child to complete set scholastic work at home.
8. Ensure that their child arrives punctually for all school activities.
9. Familiarise themselves with the School's Discipline Policy and support the School in the implementation and administration thereof.
10. Fulfil their financial obligation to the School by paying the school fees as agreed upon at the Annual General Meeting of the Parent Body.
11. Inculcate sound values and norms in their child to ensure that every child at Bryanston High School contributes to the establishment and maintenance of a stable learning environment.

BRYANSTON HIGH SCHOOL DISCIPLINE POLICY

SECTION 1: MERIT POINTS

The Disciplinary Code serves to correct deviant behaviour and encourage rehabilitation. The system of merits, however, promotes and rewards positive responses and achievements thus allowing the learners to reach their full potential. The ten learners with the most merit points in each grade will receive awards at the Academic Awards Ceremony.

Merits points will be awarded for:

1. Good work / outstanding effort.
2. Positive attitude.
3. Homework done consistently / conscientiously and work up to date.
4. A 5% to 10% improvement in marks.
5. Positive contribution to lessons.
6. Learner's initiative.
7. Good class interaction.
8. Assistance and service beyond expectations.
9. Assistance around the school (during and after hours).
10. Pride in the school.
11. General conduct in class and around the school.
12. Courteous and polite behaviour.
13. Good manners.
14. Setting a good example.
15. Improvement in attitude and approach to work.
16. Litter control.
17. Service Beyond Self (e.g. assisting at a function, etc.) – per incident (1 merit point).
18. For every 10 participation points earned in excess of 25 points by the end of October – 5 merit points will be awarded.
19. Learners who attain a 100% attendance record per term will gain 2 merit points per term.
20. Neat work.
21. Extra effort shown (projects, research, etc.)
22. Maintenance of standards and marks.
23. Impeccably neat appearance / correctly worn uniform.

SECTION 2:

1. GENERAL PARAMETERS WITHIN WHICH THE SCHOOL'S DISCIPLINE POLICY FUNCTIONS:

The parameters and conditions set out herein will apply when a learner is:

- 1.1 On school property.
- 1.2 On a school outing / excursion off the property.

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- 1.3 Representing the school.
 - 1.4 Identified with the school.

2. GENERAL PRINCIPLES: LEARNER BEHAVIOUR

- 2.1 Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Student Representatives, all members of staff and visitors to the school. All legitimate instructions given by members of staff and Student Representatives must be carried out promptly and willingly. Learners are expected to greet members of staff, visitors and other learners.
- 2.2 Learners are expected to set a good example with regard to appearance and behaviour both during school hours and after school hours, at school and away from school. Learners need to guard against doing or saying anything that will bring themselves, their family or their school into discredit.
- 2.3 No learner has the right at any time to behave in a manner which disrupts the learning of other learners, or which causes another learner or an educator physical or emotional harm.

3. PARENT ACCOUNTABILITY

- 3.1 Ensuring disciplined behaviour on the part of learners is not the responsibility of the school only; parents also have an obligation to ensure that their children conduct themselves according to accepted norms of controlled, courteous and correct behaviour.
- 3.2 The school will contact parents whenever a learner's behaviour becomes a cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem. The parents should support the School in its endeavours to maintain high standards of good behaviour and conduct.

4. REHABILITATION

- 4.1 The school accepts that it has a responsibility to attempt to rehabilitate learners who are guilty of serious offences such as racist behaviour, sexual harassment, substance abuse, assault and theft. Such a responsibility will be performed through the school's internal counselling systems as well as professional agencies such as the Educational Aid Centre, SANCA, Drugwise, etc.
- 4.2 The responsibility of rehabilitation, however, is limited by the requirements of the law and by the need to promote the greater good of the majority within the school community.

5. SUSPENSION / EXCLUSION OR EXPULSION FROM SCHOOL

- 5.1 **The school reserves the right to issue warnings for deviant behaviour (levels 1 and 2 offences). The third written warning is a final warning and any subsequent warning will be taken to the School Management Team or to the Internal Disciplinary Committee.**
- 5.2 The School's undertaking to issue a series of three official warnings falls away, however, when:
 - 5.2.1 The behaviour of a learner, in the opinion of the Discipline Committee, is of such a nature that it detrimentally affects the moral and disciplinary

standards of the school or the emotional and physical well-being of the other learners or educators.

- 5.2.2 The behaviour of the learner is related to matters where criminal charges may be laid.
- 5.3 A learner may be provisionally suspended by the Principal from the time charges of serious misconduct have been laid against a learner until the results of a fair hearing of a disciplinary committee have been finalized if, in the opinion of the Principal in consultation with the Head of Department, it is in the interests of the learner or educators and the school community.
- 5.4 Expulsion: Level 2B offences could result in the Governing Body recommending expulsion of the offender after a full disciplinary hearing.

6. DUE PROCESS

- 6.1 Due process guarantees a learner a fair hearing before an appropriate punishment is decided upon. The School makes provision for both a School Management Team Committee and an Internal Discipline Committee, made up of learners and educators, to deal with less serious offences and Governing Body Disciplinary Hearings for more serious offences.
- 6.2 Any learner alleged to have violated a level 2B offence must be brought to the Principal. The Principal will inform the parents in writing / telephonically of the proposed action and will arrange for a fair hearing by either the Internal Discipline Committee or the Governing Body Discipline Committee. Parents may attend such hearings.
- 6.3 Once a learner has been punished or expulsion recommended by the Governing Body Discipline Committee, the learners and / or Parents of Learners have the right to appeal to a member of the Executive Council if aggrieved by the decision of the Governing Body or the Head of Department (GDE). Following an Internal Hearing, learners have the right to appeal against the outcome and / or their punishment to the Principal and the School Management Team.
- 6.4 Serious misconduct which may include offences according to the law, must be reported to the Police.
- 6.5 The learners who are accused of misconduct, will be informed in writing by the Principal of the procedures to be followed, e.g. representation, right to witnesses, time and place of hearings, time frames, appeal, process, etc.
- 6.6 The Discipline Committee will inform the learner and the learner's parents, in writing, of the Committee's decisions and of the sanctions to be imposed.

7. DENIAL / LOSS OF PRIVILEGES / RECOGNITION

- 7.1 To make its search for sound discipline more effective, the Principal and the School Management Team (SMT) will take the following action over and above the routine disciplinary measures that have been put in place:
 - 7.1.1 Participating in extramural activities, being involved in tours and going on excursions will be denied to those learners whose behaviour record is unsatisfactory.

7.1.2 Good behaviour is a basic criterion for all honours and awards accorded to learners by the school. This applies to the awarding of colours and honours. A learner, therefore, whose behaviour record is unsatisfactory will not come into contention for such honours and awards. Furthermore, a learner who has already received such an honour or award and then behaves in a manner which disgraces that honour or award, will immediately forfeit it.

7.2 Any behaviour that brings the school into disrepute are examples of serious offences that will lead to the additional punishment or a loss of privileges. There is thus a particular onus on learners who have worked for public recognition not to throw this away through wrongful behaviour.

7.3 The learner will be informed by the Principal and the School Management Team, in writing of the denial or loss of privileges.

7.4 Where a learner has been penalised through the denial / loss of privileges / recognition, the situation will be reviewed after a period of eight school weeks and, at the discretion of the Principal and the SMT, the learner may be permitted to regain the loss. The learner must be notified of the reinstatement in writing.

7.5 Gr. 12 learners especially, should be aware that testimonials must and will reflect in accurate terms the behaviour record of their matriculation year.

8. GENERAL

8.1 The school's Discipline Policy intends both to punish wrong-doing and to deter further unacceptable behaviour.

8.2 The ultimate goal of this policy is to ensure that in changing times the school is able to maintain a standard of discipline acceptable to the majority of educators, parents and learners.

8.3 Without such discipline constructive and meaningful education cannot take place.

8.4 A demerit is given after repeated infringements. Prior sanction must have been imposed for the infringement in order to discourage further deviant behaviour.

8.5 A referral form which lists the punishments given, the nature of the infringements and the demerit will be sent to the Grade Controller for further action and for record purposes.

8.6 Only one demerit can be given at a time.

8.7 A learner is given first and second warnings for Levels One and Two infringements followed by a final warning after which repeated misconduct will be referred to the Internal Disciplinary Committee.

8.8 The progression process is as follows:

- Educator / Councillor;
- Grade Controller;
- Deputy Principal;
- Principal;
- School Management Team (Hearing);
- Internal Discipline Committee (Hearing);
- Governing Body (Hearing).

8.9 Persons designated by the Principal may conduct a search of a learner upon reasonable suspicion that the learner might be in possession of dangerous objects, harmful substances or any offensive materials. The search must be conducted in the presence of a witness and the learner's privacy will be respected. The intention for a search is for School safety and security.

9. PUNISHABLE OFFENCES

All infractions are interpretable according to the school's Code of Conduct, SGB and SMT of the school.

9.1 SCHEDULE 1A OFFENCES

The following Schedule 1A Offences are dealt with by the Educator.

OFFENCES	POSSIBLE SANCTIONS (PUNISHMENTS)
1. ACADEMIC	
1.1 Books left at home 1.2 Homework not done on time 1.3 Homework copied 1.4 Homework incomplete / late 1.5 Five demerits 1.6 Ten demerits 1.7 Assignments overdue 1.8 Diary not at school 1.9 No regulation PE kit	For: 1.1 to 1.4: 1st and 2nd offence – punishment by Educator After 3rd offence = 1 demerit One detention Double detention Marks to be deducted in accordance with subject policy One HOD detention One demerit
2. EXTRAMURAL	
2.1 Non-attendance at practice without a valid excuse to educator / coach 2.2 Poor sportsmanship	Exclusion from teams and games or activities for a specified period of time or two IRA detentions. Possible removal of previous awards / colours. Eligibility for awards in question.
3. PERSONAL CONDUCT	
3.1.1 Homework diary lost 3.1.2 Diary not replaced within two weeks 3.2 Disruption of lessons 3.3 Eating / Chewing in class 3.4 Late arrival 3.5 Littering 3.6 Public displays of affection 3.7 Leaving class without permission 3.8 Spitting	Refer to Grade Controller. Grade Controller refers learner to Principal. Learner purchases a new diary. Interview with Principal. For: 3.2 to 3.9: An immediate demerit and one or more of the following: (educators to use own discretion) • Verbal reprimand • Written punishment • Detention (at break or at educator's behest)

OFFENCES (Continued)	POSSIBLE SANCTIONS (PUNISHMENTS)
3. PERSONAL CONDUCT	<i>(Continued)</i>
3.9 Inappropriate gestures	• Cleaning of classroom (where appropriate)
3.10 Possession of electronic devices	• Inform parents
3.11 Playing music on cellphone at any time and the wearing of earphones on school property.	• Garden work Demerit
3.12 Inappropriate behaviour in assembly.	One HOD detention / confiscated One Principal's detention

9.2 SCHEDULE 1B OFFENCES

The following offences must be referred to and must be dealt with by the Grade Controller.

OFFENCES	POSSIBLE SANCTIONS
1. Dress code / hair regulation infringements.	One detention / IRA / letter to parents with possible exclusion. Break detentions. Sent home to correct.
2. Not attending matches (extramurals).	One IRA / appear before the Sports Committee.
3. Insolence.	Possible Official Warning. One to three detentions / IRA.
4. Deceit, lying or deceitful behaviour.	One to three detentions / IRA and inform Parents. Possible Official Warning.
5. Late for school.	Three times – Grade Controller phones parents. Six times – One detention / IRA.
6. Failure to complete Councillor imposition.	Refer to Grade Controller and one detention / IRA.
7. Unacceptable behaviour on buses.	Possible Official Warning. One to three detentions / IRA.
8. Foul language towards other learners.	Possible Official Warning. One to three detentions / IRA.
9. Use of Electronic devices in class.	Detention. Confiscation to the end of school day. If repeated violations occur confiscation for a full week.
10. Reasonable suspicion of substance abuse.	Possible Official Warning, phone parents and one to three detentions.

9.3 SCHEDULE 2A OFFENCES

The following offences are to be referred directly to the Grade Controller who, together with the Principal, should issue Official Warnings.

School community service or IRA (Immediate Remedial Action) could also be included as possible sanctions for schedule 2A and 2B offences. (Community service involves physical labour, e.g. cleaning, maintenance work and picking up litter.) School Management Team (SMT) or Internal Discipline Committee hearings could be held.

OFFENCES	POSSIBLE SANCTIONS
1. In possession of a cellphone during an exam / test, cheating in exams / class tests / assignments. Possession / distribution / trades in exam / test material prior to an exam. Bribery for unfair advantage.	Official Warning – exclusion from entire exam. Receive zero marks. Four IRA's.
2. Defacing / damaging property of others. Vandalism / Graffiti.	Official warning and 1 – 4 detentions. Parents to cover cost of repair / replacement.
3. Repeated violations of the Code of Conduct.	SMT / Exec hearing. Punishment to be determined by the committee.
4. Consistent / regular / chronic absenteeism.	Official Warning. Inform parents / GDE.
5. Racial remarks. Insult to someone's dignity / defamation.	Inform parents. Four detentions / IRA's Official Warning. Disciplinary Hearing.
6. Repeatedly disruptive / uncooperative in class.	Official warning. Suspension / Exclusion. Four detentions / IRAs.
7. Smoking / in company of smokers caught in the act / suspected or possession of cigarettes / e-cigarettes / vape.	Inform parents. Official Warning. Four IRA's.
8. Reckless / unlicensed driving on school property.	Official Warning. Inform Traffic Department and parents.
9. Truancy / Bunking of lessons.	Official warning. Inform parents. Four detentions / IRAs.
10. Assigned punishment for previous offences not completed. Repeated failure to attend detentions.	Official Warning. Refer to Internal Discipline Committee. Four IRA's.
11. Contravention of the Computer Centre rules.	School Management Team Hearing. Inform Parents. Official Warning.
12. Bullying in any form, verbal, physical or digital / intimidation of any form.	Punishment = SMT Hearing / Official Warning / inform parents / SAPS / detentions.
13. Breaking terms of Disciplinary Contract	Official warning, inform parents and 4 detentions / IRAs.
14. Sexual Remarks. Insult to someone's dignity / defamation.	Inform parents. Four detentions. IRA's official warning. Disciplinary Hearing.
15. Selling / hawking of any goods on or around school property.	Refer to internal discipline committee. Four IRA's.
16. Any form of "slapping / pushing game", hiding or throwing of other learner's property	Inform parents and 4 detentions / IRAs.

9.4 SCHEDULE 2B OFFENCES

The Grade Controllers should refer the following offences to the Principal who should refer the case either to the Internal Discipline Committee or to the Governing Body Discipline Committee.

OFFENCES	POSSIBLE SANCTIONS
1. Assault / fighting / instigating a fight / disturbance of the peace.	Official warning. Suspension / Exclusion or Expulsion (refer to Governing Body / Disciplinary Hearing) Inform parents and SAPS.
2. Sexual Harassment (intimidation, bullying or coercion of unwanted or unwanted sexual nature (Verbal, physical or on any social media platforms)	Official warning. Suspension / Exclusion or Expulsion (refer to Governing Body / Disciplinary Hearing) Inform parents and SAPS.
3. Using internet or any social media or any other modern form of technology for communication which results in bullying or brings the school in disrepute in any way (staff, parents or learners).	Official Warning (refer to Governing Body / Disciplinary Hearing).
4. Sex on school property / public indecency / any acts of a sexual nature	Official Warning. Inform parents. Governing Body Hearing.
5. In possession of / consumes / transmission of and / or selling of alcohol / drugs / harmful / mind altering / illegal substances.	Official warning. Suspension / Exclusion or Expulsion (refer to Governing Body / Disciplinary Hearing) Inform parents and SAPS.
6. Theft / in possession of stolen property / fraud / forgery / plagiarism.	Official warning. Suspension / exclusion or expulsion. (Governing Body) Inform SAPS and parents.
7. Possession of dangerous weapons / objects. Holds any person hostage.	Official warning. Suspension / Exclusion or Expulsion (refer to Governing Body / Disciplinary Hearing) Inform parents and SAPS.
8. Conspiracy through collective action to disrupt the running of the school. Gang activities.	Disciplinary Hearing. Official Warning. Inform Parents.
9. Use of websites or any form of media which are pornographic or offensive / possession of such materials.	Official Warning. Inform Parents. Disciplinary Hearing.
10. Damage to, vandalizing, tampering with, or hacking the school's computer system.	Official warning. Suspension / Exclusion or Expulsion (Disciplinary Hearing) Inform parents.
11. Any form of initiation including assault, intimidation (verbal or physical)	Official warning. Suspension / Exclusion (Disciplinary Hearing) Inform parents. (One to four detentions / IRAs).
12. Verbal assault / abuse of educator / learner.	Official warning. Suspension / Exclusion (Disciplinary Hearing) Inform parents. (One to four detentions / IRAs).

OFFENCES (Continued)	POSSIBLE SANCTIONS (Continued)
13. Harassment: Pattern of conduct that induces fear or possible injury / Intimidation / bullying. This includes physical, emotional sexual or cyberbullying.	One to four detentions / IRA's and inform parents. Official Warning. Hearing.
14. Arriving at school under the influence of drugs or alcohol.	Official warning. Suspension / Exclusion (Disciplinary Hearing) Inform parents. (One to four detentions / IRAs).
15. Should a boy be caught in the girls' bathroom or a girl be caught in the boys' bathroom / should a girl allow a boy into the girls' bathroom or a boy allow a girl into the boys' bathroom.	Official warning. Suspension / Exclusion (Disciplinary Hearing) Inform parents. (One to four detentions / IRAs).
16. Any action or comments that harm the image of the School including the sharing of video or photographs of learners or staff.	Official warning. Suspension / Exclusion (Disciplinary Hearing) Inform parents. (One to four detentions / IRAs).

SOCIAL MEDIA POLICY

In these times of stressful technology and social media it is important to make you aware of certain responsibilities and problems caused by Social Media.

1. The school allows students to bring their devices to school and connect to the school WiFi securely using their school login credentials. The school encourages the use of technology for educational purposes and collaboration with educators and students. Students connecting to the school network are monitored and blocked by the firewall from browsing unsuitable websites. Safe Search is by default enabled on the network on all search engines. Bringing a cellphone to school remains the **sole and explicit responsibility of the learner**, and the school or any of its staff or agents does not accept responsibility for theft, loss or damage of a cellphone under any circumstances whatsoever. Devices not connected to the network (using own data) are not monitored or restricted.
2. Added to this is the use of Social Media. We remind learners and their parents that **freedom of speech can only be exercised provided that the rights of others are unharmed**. There is a fine line between what is acceptable and unacceptable to post on line.
3. Learners must be **aware of causing offence** with regard to offensive language, images, topics discussed, sexting, cyberbullying, crimen injuria, harassment and making remarks that are defamatory, abusive or immoral. Unfortunately, in these instances we will advise parents whose children are bullied, defamed or in any way uncomfortable with what is being said / posted on social media to take civil action against the perpetrator. As a school we cannot monitor specific device usage on a continuous basis and so it remains the **responsibility of parents** to ensure that their children are using phones responsibly.

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4. We would like to encourage parents to **monitor online activity** and be aware of the **consequences** associated with the use of social media. Very often the contraventions we come across are not only contrary to our Code of Conduct but are misconduct in the eyes of criminal / civil laws in South Africa and therefore legal charges may follow.
 5. Please be aware that “deleting” a post does not mean it is deleted from the internet and so learners and parents need to be aware that electronic messages posted on social media become permanent transferrable records of communication that can affect a learner’s reputation and even that of the school. Moreover, individual users, whether in a group or messaging a friend, are responsible for what is posted and may be **held accountable for his / her words or actions**.

Please take note of the following:

1. Group chats can be detrimental and should be avoided unless a responsible adult is part of that group.
2. Anything sent to another phone now becomes the property of the person it is sent to and can be shared (photos / messages etc.) i.e. it no longer belongs to you.
3. Cyber bullying, defamation hate speech or threats over social media are punishable by law.
4. “Liking” any of the above posts or sharing them has the effect of endorsing the content and could make a person legally liable.
5. Individuals are held **personally liable for the content stored on their electronic devices** (in the case of minors, parents can be held responsible).
6. Learners should not engage in an online dispute or debate, rather they should refrain from making any comments.
7. Learners need to be aware that any comment on social media is a permanent transferable record of communication – it never goes away. When Universities or prospective employers do searches they can find your posts.
8. Learners need to be made aware that there cannot be any expectation of privacy with respect to postings made on online social media sites and that each individual user is responsible and may be held accountable for his or her words and actions.
9. Given the need for school safety and the well-being of individual learners, **the school may conduct searches of a learner’s property including a technological device**.
10. Learners often feel a false sense of anonymity and this can blur the lines of what is appropriate. All conversations can be traced as can all posts.
11. When learners post they must make sure of their facts before posting anything and ensure that they can substantiate with evidence the factual information or else it can be viewed as slander or harassment.
12. **Keep posts legal, ethical and respectful.**

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13. No photographs or recordings may be made in a classroom at all. Therefore, during lessons cellular devices should be switched off and in school bags. **No devices may be out during class time unless the educator has given permission for the device to be used for educational purposes.**
 14. Cyberbullying includes acts involving bullying and harassment using electronic devices or technology. The following are considered cyberbullying:
 - a) Text messages
 - b) Picture / video clips
 - c) Mobile calls
 - d) Emails
 - e) Chat rooms
 - f) Instant messages
 - g) Websites and blogs
 - h) Social networking sites (such as WhatsApp, Facebook, Twitter etc.)

Legal consequences include the following:

- a) *Crimes injuria* – unlawful, intentional and serious violation of dignity or privacy of another person.
- b) Assault – any unlawful or intentional act or omission which results in another person’s bodily integrity being directly or indirectly impaired or which inspires a belief of fear in another person that such impairment will be carried out.
- c) Criminal defamation – the unlawful and intentional publication of a matter concerning another, which injures his or her reputation. This includes both verbal and written defamation.
- d) Extortion – when a person unlawfully and intentionally obtains some advantage and subjects another to pressure which induces him or her to hand over the advantage.
- e) Implementation of Code of Conduct and its procedures.

COMPUTER CENTRE RULES

It is a privilege for a school to have computer facilities and there have to be rules so that the system works well for everyone. Any learners found breaking the rules below will face Governing Body disciplinary action, and the subsequent punishment imposed.

1. No learner may be in the computer centre without the supervision of an educator.
2. No food, drink, chewing gum, or school bags will be permitted in the Centres at any time.
3. No learners may use the computer facilities for any work other than that assigned to them during each specific lesson.
4. No games are to be installed on the system, nor are any games to be played in the Centre.

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5. No vandalism / damage to, or hacking of computers will be tolerated. No equipment may be tampered with which could cause any damage to the facilities. The machines must be treated gently and with respect at all times.
 6. No personal programmes are to be saved or installed on any machines.
 7. Never copy (pirate) any software from, or use pirated software on the School computers.
 8. No settings, including backgrounds, screen savers and fonts are to be changed. The control panel is out of bounds at all times.
 9. Learners may not access unacceptable internet sites. The firewall will block illegal sites.
 10. Only use the computer workstation assigned to you. If there are any problems, they must be reported to the computer educator immediately.
 11. Learners are required to sign in at the beginning of each lesson and are responsible for logging off and closing down the computer correctly.
 12. All personal printouts must be paid for at the rates displayed in the Computer Centres; however, classwork will not be charged for.
 13. Any form of cyberbullying and harassment will be strictly dealt with according to the Code of Conduct.

ELECTRONIC DEVICE POLICY

This policy considers the need for some learners to have electronic devices at school as well as the distractions electronic devices can cause. Electronic devices include Cellphones, headphones / earphones / air pods, laptops, and tablets.

Learners may bring electronic devices to school subject to the following conditions:

Electronic devices may only be used in class for educational purposes according to the instruction of the educator.

1. Learners making or receiving calls must do so outside the classroom, with permission from the Educator.
2. No electronic device may be used for public broadcasting of any kind. (i.e. You cannot listen to music on an electronic device without earphones.)
3. If electronic devices, which include cameras, are used for purposes contrary to the school's Code of Conduct, the matter will be dealt with in terms of the Code of Conduct.
4. Learners are solely responsible for the security of any electronic device(s) brought to school and accept that they bring the electronic device(s) to school at their own risk.
5. Accessories such as earphones may not be used inside the classroom unless given permission by the Educator.
6. Should a learner contravene the regulations regarding electronic devices then the device / devices may be confiscated for a period determined by the Principal.

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7. A member of staff has the right to search the contents of a cellphone in terms of the searching procedures as described in the South African Schools Act. If unacceptable written or visual content is seen on a phone, the phone may be confiscated in addition to any other consequences which could be imposed, as per the school's Code of Conduct.
 8. During examinations / tests a learner may not be in possession of any electronic device (including Smart Watches), but may have an approved calculator, whether the learner is writing the examination / test or not. All electronic devices must be switched off and placed in the owner's bag, which must be placed at the front of the classroom for the examination / test.
 9. Filming / Photographing of other staff and students without permission is not allowed according to the school's Code of Conduct.

SUBSTANCE ABUSE POLICY

1. INTRODUCTION

Admission to Bryanston High School will require acceptance of and adherence to the terms of this policy. This policy is an integral part of the school's Code of Conduct and has been created to provide perceptible guidelines on the school's procedures towards alcohol and drug abuse for Educators, Learners and Parents. It is the policy of the school that any form of substance abuse, or experimentation, or transmission, is totally unacceptable and is a breach of the Code of Conduct. This policy applies to all learners officially enrolled at Bryanston High within the normal academic day, as well as any organised school outings, events, tours or camps.

2. SUBSTANCE ABUSE

Substance refers to any chemical substance, legal or illegal, natural or synthetic which, if taken, has a biological affect on the person taking it. Substance abuse affects cognitive functioning and can lead to addiction.

3. SCHOOL POLICY

3.1 Preventative Measures

In order to prevent the abuse of drugs and alcohol, educational programmes which help to raise awareness of the problems of abuse and dependency, and which help to build an informed, alert and caring community involving educators, parents and learners, are implemented during the course of each year.

3.2 Specialised Support and Rehabilitation

Learners with problems of abuse and dependency will require special forms of help.

The school, in association with accredited professionals and organisations, will assist learners with abuse and dependency problems. If educators become

aware of a learner with a possible drug problem, it is the policy of the school to inform the parents, to have a drug test taken by a professional organisation and to have an acceptable rehabilitation programme. All assistance shall be provided in a manner which is consistent with professional ethics and Codes of Conduct, which honours the dignity and rights of the child, which recognises parental responsibility, and which serves the best interest of the School and the learner. A team effort of parent, school, and learner is needed in order to achieve a caring, yet practical solution to the problem.

3.3 Disciplinary Action

In the event that the learner shows no progress, or lack of cooperation in the rehabilitation programme, disciplinary action will be implemented according to the Code of Conduct.

3.4 Confidentiality

The confidentiality of the child and the family will be safeguarded at all times through any procedures referred to in this policy.

4. PROCEDURES FOR DEALING WITH SUBSTANCE ABUSE AND DEPENDENCY

The following procedures will serve as the primary guidelines for dealing with problems of drug abuse.

4.1 Substance abuse

4.1.1 In all cases where a learner admits to having a problem or comes to seek help voluntarily, the Principal, in conjunction with the Counsellors, will provide assistance in determining the best possible course of rehabilitative action. A contract for rehabilitation will be drafted and signed by the learner, the parent / legal guardian, and the school principal. The application of the contract will be based on the complete, open and honest disclosure by the learner, of all drug and alcohol usage and related information. If, in the opinion of the Counsellors and the Principal, based on a written report from a recognised professional body, the learner is unwilling to abide by the conditions of the contract, then disciplinary action will be strictly applied. This will take the form of suspension of the learner, pending a disciplinary hearing.

4.1.2 When there is reason to believe that a learner is abusing drugs or alcohol, the matter will be brought to the attention of the parents or legal guardian. If there is evidence of suspected substance abuse, the Principal may request a urine and / or other test. Learners may be randomly tested. It remains the prerogative of the school to proceed with appropriate disciplinary action, even if consent is withheld, if there is sufficient evidence to warrant such action.

4.2 Possession of and / or dealing in banned substances

4.2.1 Serious disciplinary action will be taken against learners who abuse drugs or alcohol at school or who come to school under the influence of

drugs or alcohol. Serious disciplinary action will also be taken against any learners caught in possession of drugs and alcohol at school.

4.2.2 According to the South African School's Act, the Principal, or his delegate, has the right to search a learner or a person on the school premises on reasonable suspicion that he / she is in possession of a prohibited substance and / or a dangerous object. The Principal, or his delegate, has the right to seize such object.

4.2.3 Where a learner is in possession of, distributing, and / or selling illegal drugs or alcohol at school, that learner will be liable for immediate suspension, followed by a disciplinary hearing with a recommendation of suspension / exclusion. In such cases, the School will contact the parents and will also refer the matter to the police for further investigation. The School will assist the police in their investigation.

4.2.4 Where a learner arrives at school in an intoxicated / drug-induced state and there is sufficient evidence to substantiate the claim and he poses a threat to himself or the school community, immediate suspension / exclusion will take place pending a full governing body hearing.

TUTORSHIP POLICY

This system aims to provide better control over and a more direct line of responsibility for the learners as individuals.

It strives to create more beneficial educational relationships and it involves tighter management of staff.

The school operates an open door communication policy for parents and learners. Anybody may be consulted, but the first line of communication is always the GRADE CONTROLLER.

Personal and domestic problems should be taken to the GUIDANCE COUNSELLORS OR GRADE CONTROLLER.

Academic and behaviour problems are handled by the Grade Controller. Only as an absolute last resort should the Principal be involved.

Parents who wish to see a subject educator should arrange this through the GRADE CONTROLLER.

Extramural matters should be addressed to the coach or educator concerned.

SCHOOL RULES FOR LEARNERS

While it is a learner's right to receive an education and while Bryanston High School will strive to provide the educational opportunities this community has come to expect, it is important that learners acknowledge their responsibilities to themselves, their fellow learners, their educators and the school. The code applies not only during school hours but whenever and wherever a learner may be identified as a learner of Bryanston High School.

A. PERSONAL APPEARANCE

Learners must wear complete school uniform:

1. At school;
2. To and from school;
3. At school functions, excursions, visits to other schools;
4. After sport, on the way home;
5. Only if learners are specifically instructed not to wear school uniform or clearly given permission not to wear school uniform by the Principal or members of Staff, may rules A1, 2, 3, and 4 be ignored. Uniforms are to be neat, clean and complete. Shoes should be polished.

B. BEHAVIOUR

In the school building, including halls, classrooms, passages, verandas and any part of the building to which learners have normal access:

1. All movement is to be on the left.
2. There is to be no running, climbing onto the railings or furniture, or any such irregular behaviour.
3. Learners must vacate the building during breaks, and before or after normal school hours unless instructed or permitted to do otherwise.
4. Learners who wish to deposit their cases or bags outside their next class after break must do so within the first five minutes of that break. Similarly, learners leaving cases at or in their classrooms before school must not loiter in the rooms or on the verandas.
5. No learners shall fight or play unofficial games liable to cause injury or damage to property; no learners shall behave in a rowdy manner or in such a way as to provoke other learners.
6. No smoking, or the use of illegal substances, by learners is permitted, with or without the parents' knowledge or consent.
7. No litter is to be dropped by any learner.
8. Learners are not to walk over newly planted grass or any grassed area being cultivated.
9. Chewing gum is not to be used in this school.
10. Learners may not sit on, climb over or handle any boundary fences, gates or railings.

11. Cyclists:
 - a) May not ride in the school grounds;
 - b) Must park their cycles in the slots provided.
12. Educators and fellow learners will be treated with respect at all times.
13. Cellphones will be confiscated if they are switched on, ring or are used during a lesson.
14. No ball games are to be played during breaks, before / after school, unless this is supervised by a member of staff and is an official practice session.

C. USING SCHOOL FACILITIES AND EQUIPMENT

No learner may use any item of school equipment without permission; though permission need not be given for the use and enjoyment of equipment and facilities obviously put out for general use subject to the rules below:

1. No learner shall wilfully misuse any item of school equipment, or mark or deface it.
2. No notices may be put up without permission from the Principal or the responsible member of staff.
3. Learners shall not loiter in the toilets.
4. Certain areas are out of bounds:
 - (i) The area behind the Art Centres.
 - (ii) The immediate vicinity of the grounds staff quarters;
 - (iii) The Music Room;
 - (iv) The Transformer rooms and all switch boxes;
 - (v) All rockeries and plant beds;
 - (vi) The Generator;
 - (vii) The parking area in front of the school and;
 - (viii) Any area proclaimed out-of-bounds by the Principal or a member of Staff.
5. Special permission from the educator-in-charge must be obtained before learners may enter and use:
 - (i) The hall and gallery;
 - (ii) The gymnasium;
 - (iii) The tennis courts;
 - (iv) The sports fields.The use of these facilities is dependent upon strict observance of special rules applicable to them.
6. All sporting equipment must be handled with due care, and may not be removed or handled without the express permission of the educator-in-charge.
7. School regulation sports clothing to be worn for any sporting activity and for Life Orientation.
8. Learners must adhere to the recognised Code of Conduct regarding the use of equipment and the facilities provided in the Media Centre and in both the Computer Centres.

D. OUTSIDE SCHOOL

No learner of this school shall bring discredit on the school by any unseemly behaviour in any public place or at any other school. Therefore no learner is permitted:

1. No learner is allowed to purchase food / any item from any unofficial vendor outside the school.
2. To smoke in school uniform or in company with another learner in our school uniform.
3. Learners using buses shall behave in accordance with the instructions of the driver, or a person officially in charge.
4. Cyclists to and from the school must know and obey traffic laws.
5. While representing the school at school or on an excursion, whether or not in school uniform, no learner may be in possession of alcohol or be in the company of a person in possession of alcohol.

PUNCTUALITY

Times: First bell: 07:30: Line up for assembly.

There must be no lingering after bells, especially between periods or at the end of the breaks.

PROCEDURE FOR LATE AND ABSENT LEARNERS

Notes

- (a) At 07:50 the learner gate will be locked.
- (b) From 07:50 all late learners to report to the Home Zone.
- (c) At 08:10 the Late-comers Committee will complete register of late-comers.
- (d) A copy of the late-comers register will be sent to register educators / staff / Grade Controllers.
- (e) Grade Controller to monitor, to give detentions and to contact parents when necessary for:
 - Continuous absence; and
 - Regular late arrival.

LEAVING EARLY

Learners who leave school early will follow normal procedure, viz. obtain Grade Controller's written permission in the diary.

Learners who know in advance that they will be leaving early must notify Grade Controllers.

PERSONAL PROPERTY

All personal property must be clearly marked with the owner's name. Do not bring large sums of money to school. The school will not be held responsible for any item of personal property that may be damaged, or may go missing. Lost items must be claimed for on your parents' own insurance policy. Valuable items should not be brought to school.

ABSENCE FROM STANDARDISED EXAMINATION

Standardised Examinations are of the utmost importance in determining a realistic academic assessment.

Exams should only be missed in the event of severe illness. If a learner is too sick to write the standardised exam, then the school must be notified on the morning of the examination and the learner must hand in a doctor's certificate to the Grade Controller on his / her return to school.

Failure to produce a doctor's certificate will result in a zero mark allocated for the missed examination.

STUDY SKILLS AND HOMEWORK

Essential to sustained academic progress is a disciplined and organised approach to homework and learning for tests and exams. Over and above preparation for a specific test or examination, or completing a project, homework still needs to be done every day.

The amount of time that should be spent doing homework is as follows:

Gr. 8 and 9	2 hours per day
Gr. 10, 11 and 12	3 hours per day

All homework and other instructions or reminders must be clearly recorded in the homework diary, which at all times remains the property of the school.

If lost, it must be replaced by paying for a new one. This diary must be brought to school every day and be available for inspection by form educators every Register period.

Homework consists of four aspects:

- Formal written homework or specific learning;
- Revision of work done that day / solving problems;
- Studying ahead for exams; and
- Silent reading.

There should never be an occasion when a learner can make the excuse "I have no homework to do."

SUBSTITUTION PROCEDURE

1. When an educator is absent the Grade Controller will inform their grade of such absence and supply the relevant venue.
2. A substitution lesson is not a "free" lesson.
3. Learners must use the lesson in a meaningful way by doing homework, studying, or completing tasks set by the subject educator.
4. Learners must have a novel to read when there is no written work to do.
5. The rules regarding the use of cellphones, etc. also apply to substitution lessons.
6. Students to check Microsoft Teams for work set by absent educator.

COMPULSORY UNIFORM REGULATIONS FOR GIRLS

Uniform seasonal change: 1 May (into Winter uniform) 1 September (into Summer uniform).

The School Management Team reserves the right to point out and take action on any uniform infringements that are contrary to the ethos and image of the school. The following rules apply to all learners wearing the Bryanston High School uniform whether on school property or off school property.

1. HAIR STYLES

- a) Hair should be neat and tidy and completely under control including braided hair.
- b) Perming is not allowed with any length of hair.
- c) No colouring, including rinses, tints, highlights or peroxide, including braided hair.
- d) Short hairstyles off the collar need an "Alice band" or to be tied or clipped well back off the face. Alternatively, hair must be cut and neatly styled in a very short manner.
- e) Hair on or over the collar is to be tied well away from the face in the nape of the neck against the head.
- f) Ribbons and hair clips / hair bands and ties: only royal blue or black of a minimum size.
- g) Hair wraps are strictly not permitted under any circumstances.
- h) Fringes longer than the eyebrows and "side burns" must be clipped back off the face and not hooked behind the ears.
- i) All braids must be able to fit into a reasonable ponytail and tied up tightly, and must match the natural hair colour of the learner.
- j) Any buns are to be neatly and tightly formed in the middle of the back of the head, not visible on the top of the head.
- k) No trending hairstyles which draw attention, such as shaved patterns or a shaved base with longer hair on top; no accessories including beads in hair. Only bobby clips may be used.

All hair styles are subject to the above specifications.

2. SHOES

- a) Only three styles of shoes are acceptable:
 - The baby doll;
 - The lace-up;
 - The T-bar.
- b) No "chunky" soled shoes.
- c) Laced up shoes must have laces properly tied at all times.

3. SOCKS / STOCKINGS

- a) Thin white cotton socks in Summer, not thick sports socks.
- b) Long school regulation socks bought at stockists for Winter.
- c) Grey tights may be worn in place of socks during the colder Winter months.
- d) Turnover on socks to be 3 cm, they may not be rolled around ankles.
- e) No secret socks / sport socks.

4. SHIRTS

- a) In Summer, the short-sleeved white open neck shirt only, sleeves may not be rolled up at all. No buttons are to be missing.
- b) In Winter, the long-sleeved white shirt with top correctly fastened. No buttons are to be missing.
- c) Shirts are to be tucked into skirt well and may not hang out over the waistband, however new shirts remain untucked and may hang over skirt.

5. SKIRTS

- a) Grey school skirt with neatly stitched hem and button stitched firmly onto skirt waistband.
- b) Skirt length may not be shorter than 12 cm off of ground when measured, kneeling, i.e. from edge of skirt to the floor.
- c) Skirt side seams may not be altered to make them narrower.
- d) Waistbands must fit securely in the waist and skirts may not be "rolled" up at the waist.
- e) Only grey cotton may be used to mend or alter skirts.

6. JERSEYS

- a) Only the school royal blue jersey may be worn. Learners in Matric may wear the white jersey.
- b) Jersey is to be of correct size and not too large and baggy.
- c) School jersey may only be worn under the blazer which displays our school badge. At no stage other than in the classroom with the educator's permission may a jersey be worn on its own, especially off the school grounds when in the eye of the public.
- d) Sleeveless jersey over the short-sleeved shirt may be worn without the blazer.
- e) As part of the Winter uniform, either the full sleeve jersey or the sleeveless jersey has to be worn.

7. JEWELLERY

- a) Only a plain watch or medical alert may be worn on the wrist.

- b) No necklaces or rings of any type may be worn.
- c) Stud earrings only (about 1mm in diameter, gold / silver – no diamonds) may be worn. These studs are to worn in the first piercing only. Sleepers are not permitted. No covering or attempting to conceal piercings that are not allowed in the Code of Conduct as per diary.
- d) Only badges relating to Bryanston High School activities may be worn on uniforms. If in doubt check with grade controller.
- e) No coloured contact lenses may be worn.
- f) Charity bracelets are not allowed.

8. SCHOOL BLAZERS

Only with all the necessary buttons. Blazers are to be clean at all times and in a good state of repair. Blazer must be worn when wearing a tie. Only school regulation badges may be worn on blazer.

9. NO MAKE-UP WHATSOEVER MAY BE WORN – THIS INCLUDES TINTED MOISTURISER.

10. NAILS

- a) Nails are to be kept short, clean and neat.
- b) Only clear nail varnish may be worn – no other.
- c) Artificial nails and French manicures are not allowed.

11. BODY ART

- a) No visible tattoos (permanent / tattooed make-up / false eyelashes or tinting of eyebrows or lashes) or body piercings allowed (henna or other).
- b) Tongue rings, eyebrow piercings or nose rings may not be worn.
- c) No writing allowed on arms, hands, etc.
- d) No gut / bristles / plasters / or any other form of material may be worn to school to keep the piercing open.

12. SCARVES

- a) First Team scarves to be worn with a tie; all other school scarves to be worn with a tie.

COMPULSORY UNIFORM REGULATIONS FOR BOYS

1. HAIRSTYLES

The onus is on the learner to ensure that his hairstyle conforms at all times to the following specifications:

- a) Parting is optional.
- b) Hair must be cut in a way that it does not touch any part of the ears in its natural hanging state, and may not be clipped back, tied in a ponytail or any other form, held by an Alice band or in a bun, or contain any accessories (beads) at all.
- c) Hair must be cut in a way that it does not, in its natural hanging state, hang onto the collar, or curl around the neck or ears.

- d) The style must be cut in a way that hair tapers smoothly to the neck with no loose ends.
- e) Hair must be kept well away from the face and fringes and may not hang over the eyebrows if pulled forward.
- f) Long fringes that are gelled back are not allowed.
- g) Hair may not be coloured or bleached.
- h) Hair gel is permitted in moderation, but no spikes, waves or exotic styles.
- i) Learners' faces are to be clean shaven, side burns should not extend beyond the middle of the ear.
- j) No "trending" hairstyles which draw attention, such as shaved patterns or shaved base with longer hair on top which differs by 2cm in length. No accessories in hair accepted.

All hair styles are subject to the above specifications.

- 2. **SOCKS AND SCARVES** – only grey socks allowed. All First Team and other scarves to be worn with a tie.

3. SHOES

- Black leather lace-ups with a round toe and without patterns, laces to be tied at all times.
- No buckles or strange lacing eyelets are allowed.

- 4. **BELTS** – only grey or black leather belts with plain buckles are acceptable.

5. SHIRTS

- With buttons;
- Regulation school shirts.

- 6. **TROUSERS** – regulation trousers worn in a normal way, no stove-pipe legs.

- 7. **JERSEY** – only school blue; white for Grade 12

- 8. **JEWELLERY** – no chains, earrings, rings, bracelets or piercings of any kind

9. BLAZERS

- No missing buttons;
- Neat, clean and in good condition;
- Blazer must be worn when wearing a tie;
- No badges on the lapel of the blazers.

10. BODY ART

- a) No visible tattoos or body piercings allowed (henna or other).
- b) Tongue rings, eyebrow piercings, nose rings and earrings may not be worn.
- c) No writing allowed on arms, hands, etc.
- d) No gut / bristles / plasters or any other covering / material to be worn at school to keep the piercing open.

- 11. **T-SHIRTS** under shirts may only be worn if the weather is extremely cold, they are to be white and may not be seen at all. T-shirts may not be worn under the short-sleeved Summer shirt.

12. GENERAL

- a) Tracksuit tops may not be worn under the blazer.
- b) Headphones may not be worn when in school uniform.
- c) Caps / beanies are not allowed.
- d) Badges: Only official BHS badges allowed on the lapel of the blazer.
- e) Facial hair: Shaving required at all times. Cost of razors used at school will be borne by the learner.

While the above-mentioned list is only an abbreviated version of the compulsory dress regulations for boys, it serves to highlight some of the most important aspects of our uniform. It is the responsibility of each parent to ensure that their child / children attend school in the correct uniform.

PHYSICAL EDUCATION TASKS INFORMATION

Bryanston High School's Life Orientation Department rules and regulations for Physical Education Tasks (PET).

Learners are required to do PET as part of Life Orientation and these are COMPULSORY PORTFOLIO TASKS. These tasks make up 20%-30% of each term mark for all grades and are as important as any exam.

As learners are given their PET dates / lessons on the timetable in advance, they are expected to be present at school on these days and if they are absent a Doctor's note is to be presented to their Life Orientation educator as soon as they return to school. This is the learner's responsibility and failing this, a zero mark will be given for that task missed.

Learners are required to wear the correct, official Bryanston High sports kit which consists of:

- Royal blue Bryanston sports shorts or plain black ones;
- White Bryanston sports shirt with the emblem or the blue Team Bryanston shirt or a plain white shirt;
- Bryanston school tracksuit;
- Bryanston swimming costume (or a plain navy / black full-length swimming costume);
- Appropriate footwear.

Please note: No other sports kit (such as netball skirts or cricket pants or bikinis) is acceptable.

Learners may not, at any stage, arrive at school in their sports kit. They are to change in the allotted time directly before and after the lesson unless otherwise instructed by their Life Orientation educators. If learners are found wearing their sports kit at the incorrect times, or wearing incorrect or inappropriate kit, marks will be deducted from that day's task. Similarly, marks will be deducted for lateness as punctuality and acceptable behaviour during these lessons are very important.

It is the responsibility of each learner to ensure they bring necessary extras such as an appropriate hat, sun block and a water bottle to PET lessons and to ensure that they

have eaten before doing any physical activity in order to gain maximum benefit and enjoyment from these lessons.

The indemnity form each child is to sign for PET lessons is to be completed and returned BEFORE their first PET lesson in Term 1 otherwise learners will not be allowed to participate or receive marks.

MEDIA CENTRE POLICY FOR LEARNERS

AIM

The Media Centre is to provide learners with the opportunity to:

- Do research;
- Have a quiet area to study;
- To take books to read on loan;
- To buy second hand books;
- To order / buy textbooks;
- To be issued with required LTSM.

OPERATION

1. The media centre will open Mon – Thurs from 08:00 to 16:00 except on Wednesday when it will close at 15:00 (Fridays it closes at 14:00).
2. The Media Administrator will keep the centre open during breaks.
3. The Media Administrator will supervise the media monitors.
4. The educator on duty will ensure that learners behave in the correct manner in the Media Centre.
5. The general return and taking out of loan books takes place at breaks – during class time if arranged by an Educator for a class visit OR for 15 minutes after school.
6. Only ONE (1) book for 2 weeks.

RULES – LEARNER BEHAVIOUR

1. No eating or drinking.
2. No talking – silence is to be maintained.
3. Bags for learners using the auditorium are to be placed outside without obstructing the entrance (there is a mounted camera).
4. Learners using the media centre after school may leave bags in the foyer / entrance of the media centre.
5. No bags are allowed into the media centre past the counter.
6. Cellphones may be used for research purposes only – not for music.
7. No learner is allowed behind the main counter.
8. No learner may use the media centre to avoid normal lessons or as a sick room.
9. **No learner may enter the Auditorium without the presence and supervision of an educator.**