GREY COLLEGE



CODE OF CONDUCT
and
DISCIPLINARY PROCEDURES

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PREAMBLE

This Code of Conduct and Disciplinary Procedures of Grey College is a revised version, as approved by the Governing Body on 7 September 2026. The School has consulted with its Governing Body, parents, learners, and educators on the content envisaged in this code of conduct which has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ("SASA"), as amended; the Free State School Education Act, Act 2 of 2000; the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900, dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417, dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette, dated October 2001, as amended) and applies to all learners attending Grey College.

1. GREY COLLEGE VISION AND MISSION STATEMENT

Vision

Our vision is to build a lasting legacy across generations by remaining one of the premier schools in South Africa, empowering learners through holistic development and an unwavering drive for excellence.

Mission statement

Grey College strives to provide a nurturing and dynamic environment that fosters holistic growth — academically, culturally, and emotionally. We continuously push boundaries to equip our learners with the skills, values, and resilience required to succeed in South Africa and beyond.

This educational ideal requires educationally justifiable parallel medium education in English and Afrikaans; excellence in leadership and governance; pro-active communication and co-operation with all stakeholders; a commitment to a common value system which includes respect for the individual, excellence, loyalty to the traditions of Grey College, respect for the environment, and ethical values.

Values

- Brotherhood
- Hard work
- Integrity
- Respect
  Responsibility
- Self-discipline

PART 1

2. CODE OF CONDUCT

2.1. INTRODUCTION AND OBJECTIVES

Grey College has a rich and venerable tradition in which the School and the Grey learners are an ordered community and always strive to act in a disciplined manner which contributes towards a culture of achievement, excellence, and the establishment of a community of caring human beings. Against this backdrop, self-discipline is of paramount importance as the cornerstone of all that we strive towards equipping our Grey learners as leaders and well-balanced, informed, and responsible members of society in a dynamic, multi-cultural world.

An optimal learning environment, however, requires a stable, balanced, disciplined, and trustworthy environment underpinned by an equally high standard of ethics and good conduct based upon ethical values and the Constitution of South Africa

To attain this optimal learning environment a certain standard of conduct is expected from the parents, teachers and the learners and to sustain this healthy learning environment, it is crucial that these parties to the education relationship acknowledge their respective responsibilities and conduct themselves accordingly.

This Code of Conduct not only endorses the School's mission statement but also sets out to establish a framework for orderly and purposeful education, with enjoyment and fellowship with peers as an added advantage. It highlights the standards of behaviour that are expected of all Parents/Guardians, teachers and learners at the School and encourages the aforementioned self-disciplined approach, rather than a punitive one based on fear. To discipline should be to educate.

It should, however, also be noted that the Code of Conduct may also have a bearing on the behaviour of learners outside of normal school hours, or even at locations other than on the school premises, should a learner's conduct reflect badly on the School's reputation or have a negative impact on any teacher/learner relationship.

Grey College's rich traditions and its good name are both important components in ensuring learner pride in the institution and the continued success of the School from one generation to the next. Therefore, each learner's individual contribution and conduct is considered to have a significant impact on the school environment and in building its future.

The Governing Body and the School have a legal duty to maintain a healthy environment and to protect the rights of all learners and educators. This can be achieved through establishing a harmonious and humble relationship wherein a mutual respect between teachers, learners, and Parents/Guardians can exist. Co-operation and trust are inseparable virtues for a successful learning process and conducive environment.

Learners and their Parents/Guardians are expected to acquaint themselves with the school's Code of Conduct and its provisions that apply to all enrolled learners without exception. Learners and their Parents/Guardians should also be cognisant of the fact that residences or hostels on the school campus are governed by a unique and separate code of conduct in conjunction with this Code of Conduct.

2.2. GUIDELINES FOR– AND EXPECTATIONS OF EDUCATORS

2.2.1 Classroom related:

- Create a positive learning environment where learners can develop and grow within boundaries and with the necessary discipline.
- Be punctual (arrive on time); enter, greet, and attend to daily classroom administration such as reporting absenteeism.
- Learners must be taught with the necessary knowledge based on the prescribed CAPS document.
- Always be well-prepared for all lessons; structure lessons to make optimal use of time.
- Do not leave class before the end of the period and do not permit learners to do so.
- Be professionally attired at all times. Educators should not require rules in this regard.
- Ensure that language usage is respectful and an example to learners. Obscenity and swearing are not permitted.
- Avoid unnecessary use of cell phones in class; this may be used only in the case of an emergency.
- Maintain a high standard of assessment and feedback. Ensure that all tests and assignments are marked within the stipulated period and provide useful feedback and corrections.
- Ensure professional development in subject – attend all possible workshops and regularly consult with colleagues. Do not hesitate to employ innovative methods to bring about improvement.
- Interact with stakeholders of the School in a constructive, positive manner to ensure a healthy and productive environment.
- Make optimal use of resources made available by the School to ensure optimal learner involvement.
- Maintain continual communication with the Parents/Guardians of learners who are struggling academically or are ill-disciplined. Make appointments to meet these Parents/Guardians before this becomes an insurmountable problem.
- Educators are strongly advised not to put themselves in a position where they find themselves alone with a learner in a classroom.

2.2.2 Extramural activities:

- Create a positive environment outside the classroom where learners develop physically and mentally with the necessary discipline.
- Maintain proper time-management by being well prepared for the activity; this ensures effectivity.
- Ensure professional development in any activity tasked with and/or involved in. Dress appropriately and be active in your involvement; do not simply passively sit and observe the activity.
- Ensure effective organisation and administration. This is an extremely important aspect of extramural activities, in particular as regards compilation of teams, participation in derbies, and/or tours.
- Maintain equipment and facilities. These are costly items and the maintenance is ultimately the responsibility of the coach/educator in charge of the activity.
- Ensure and maintain a healthy form of communication with parents – be approachable and, when necessary, understanding.

2.2.3 Professional conduct:

- Educators are ambassadors and are required to conduct themselves in a professional manner at all material times.
- Greet your colleagues – it is a common courtesy.

- Sign in and out on the attendance register in the staffroom upon receiving permission from the Headmaster during school hours.
- Do not place negative comments pertaining to the School on social media, refrain from participating in derogating discussion forums and avoid malicious gossip.
- Be considerate towards colleagues.
- Take care of school facilities.

2.3. GUIDELINES FOR– AND EXPECTATIONS OF PARENTS

- Actively support the efforts of the School and its staff to educate their sons, which includes assisting them to be disciplined and to understand the reasons for discipline.
- Support the disciplinary structures and procedures of the School.
- Support the School in its efforts to apply discipline effectively and firmly.
- Assist in ensuring that their sons understand and abide by the rules and regulations of the School.
- Assist the School by supporting any disciplinary measures meted out for offences.
- Pay school fees and meet associated financial obligations and/or commitments pertaining to their children's education and extramural activities.

2.4. GUIDELINES FOR – AND EXPECTATIONS OF LEARNERS

- Comply with instructions from educators, coaching personnel, senior learners, and any other school officials.
- Behave responsibly and not endanger the safety, welfare, and/or rights of others.
- Respect and care for the property belonging to the School and others.
- Be courteous and respect the dignity and worth of others.
- Be honest and conduct themselves with integrity.
- Be punctual and accept the timekeeping practices of the School.
- Respect the privacy of others and their possessions.
- Understand that while at the School, or under school control, the Headmaster and educators act in *loco parentis* and have authority to act when the learner puts himself in a position of any danger.
- In order to enjoy being part of an ordered and disciplined environment where learning can take precedence, the learner must appreciate and understand that rights include the rights of other learners, educators, staff members, and the School.
- Accept legitimate disciplinary action taken against them when applicable and required.

2.5. PROFILE OF A GREY GENTLEMAN

A Grey Gentleman…

- Greets.
- Says "thank you" and "please".
- Stands up and greets when in the presence of an adult, both inside and outside of the classroom.
- Takes pride in his appearance attends to personal hygiene, shaves, cleans his shoes, ensures that his school uniform is clean and neat, does not wear jewellery, cosmetics or accessories to school, and takes pride in his use of language.
- Does not litter and actively picks up litter

- Keeps toilets clean.
- Looks after his own property.
- Respects the property of others.
- Participates in school activities.
- Is punctual for appointments, detention, or any school activity.
- Does not steal or borrow without permission.
- Is punctual for class, practices, and fixtures/performances.
- Does not visit the Tuck Shop or coffee shop during class time.
- Listens to intercom announcements.
- Respects the Creator, educators, adults, his fellow learners, and others.
- Does his homework diligently.
- Accepts responsibility and takes accountability for his actions.
- Does not bunk school or make appointments during school hours.
- Does not leave class/school before the bell has rung.
- Accepts his punishment.
- Assists educators whenever he can.
- Does not fight or bully others.
- Stands up to those who intimidate others.
- Does not protect wrongdoers.
- Never brings the School's name into disrepute.
- Does not use any electronic equipment in class without permission.
- Wins with humility and loses gracefully.
- Sets high standards for himself and others.
- Acknowledges the contribution of others.
- Is part of the Grey Team.

PART 2

3. GENERAL SCHOOL RULES

3.1. OFFICIAL SCHOOL HOURS:

3.1.1 Secondary School
Starts: 07:30 (staff 07:15).
Ends: 13:45

3.1.2 Primary School
Starts: 07:15 (staff: 07:00).
Ends: 13:30

3.2. SCHOOL CAMPUS

3.2.1. No Grey boy is allowed to leave the school campus during school hours without the necessary permission. Permission can be obtained 24 (twenty-four) hours in advance from the secretary at Reception. The Parent(s)/Guardian(s) must be present to allow permission. The Housemaster of a specific hostel can give permission to hostel learners.

3.2.1.1 Parents/guardians of learners in the Primary School must be personally present when a learner is signed out. Permission may be obtained from the Headmaster at least 24 hours in advance.

3.2.1.2 Parents/guardians of learners in the Secondary School must submit a request by email to the receptionist at Reception at least 24 hours in advance to obtain permission before a learner may leave the school premises. The Housemaster of a specific boarding house may grant permission to boarders.

3.2.2. No ball games are permitted between classrooms and/or building, vehicles, and other identified areas.

3.3. SCHOOL UNIFORM AND ATTIRE

3.3.1. The prescribed school uniform shall be worn during school hours, as well as during other school activities as determined by the Headmaster and staff. School uniforms and attire must at all times be clean and neat. Learners may wear only plain white undershirts beneath their school shirts, and these may not under any circumstances be visible.

3.3.2. The requirements for school wear are:

SUMMER	**WINTER**
Medium grey long trousers. Primary School learners may wear medium grey shorts.	Learners are required to wear medium grey long trousers, the official school jersey, and/or a Grey College blazer.
Medium grey long-sleeved shirt rolled up; the width of two fingers from the elbow.	A school jersey may be worn with/without a blazer.
Plain grey socks. Black leather shoes (smooth leather) with laces (no slip-ons).	Sporting/cultural pullovers may be worn with a white shirt on special occasions, but mainly on Saturdays of inter-schools.
Grey College tie with or without Grey College blazer.	White school jerseys may only be worn with white shirts and blazer.
No scarf.	The wearing of the official Grey College scarf may be permitted at the discretion of the Headmaster.

3.3.3. Only the full Grey College uniform or official sportswear may be worn during sports tournaments. If a Grey boy can be identified as Grey learner according to his school uniform, all the rules that apply on campus also apply in public.

3.3.4. The prescribed uniform must be worn at events, even after school hours, so that all Grey learners reflect the excellent image of the School.

3.3.5. Under no circumstances may a Grey learner remove and/or loosen his tie, take off his shoes or loosen his top shirt button when wearing his school uniform.

3.3.6. Any beanies and gloves are prohibited. Only the official Grey cap in the school/blazer colours may be worn with a white shirt and blazer during sporting or cultural event. These caps are not allowed to be worn during school hours.

3.3.7. No accessories are allowed to be worn with either the school uniform or with any official sportswear.

3.3.8. The Headmaster and educators may, at their own discretion, grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat and proper.

3.3.9. Specific cultural and sport ties should only be worn on special occasions *i.e.*, inter-school activities and subject to actual participation in any such activity.

3.3.10. Academic ties may be worn with white shirts and blazers.

3.4. THE APPEARANCE OF GREY LEARNERS

3.4.1. While wearing the school uniform, or any part thereof that is sufficient to establish a link with the School in the public eye, or while representing the School, either directly or indirectly, as participants, supporters, assistants, spectators, or otherwise, learners shall refrain from any conduct that could bring the School, educators, and staff, as well as their fellow learners, into disrepute.

3.4.2. All learners' hair must comply with the following prescriptions:

3.4.2.1. No unconventional hairstyles are permitted.

3.4.2.2. No double cut is permitted for any learner from any cultural group. No dreadlocks or similar hairstyles which would comprise the hair being twisted into small braids, is at all permissible.

3.4.2.3. When the hair is combed, the tips may not cover any part of the ears. The fringe of the hair may at most be two-finger widths above the eyebrows.

3.4.2.4. At the back: suitable length but may not touch the collar. No undercuts will be allowed.

3.4.2.5. Sideburns may not be lower than the middle of the ear and must be kept short.

3.4.2.6. The height of hairstyles may not be higher than two fingers above the hairline, should it be measured.

3.4.3. Hair may be neither bleached, nor coloured, nor may hair be streaked/highlighted. Hair must be washed regularly, neatly combed, and may not be styled into spikes on top of the head with the aid of gel or any similar hair product.

3.4.4. Learners who are developing a beard and/or moustache must be clean-shaven every day. Before a beard is grown for religious purposes permission should be granted for such requests (**see 3.5**).

3.4.5. No rings, earrings, armbands of any material, bracelets, chains, or any other form of jewellery are permitted. The only exception is medical information armbands.

3.4.6. If a Grey learner wears jewellery, it will be confiscated and a receipt will be given to the learner. According to prescribed rules, the item(s) will be placed in an envelope and kept in the school safe. The offending item will only be handed back to the learner at the end of the term.

3.4.7. No form of body art (tattoos) may be visible with any form of uniform or while playing sports. The wearing of body jewellery, such as nose, tongue, and eyebrow jewellery or piercings, is strictly prohibited.

3.4.8. No cosmetics and/or accessories are permitted to be worn with a school uniform, irrespective of such learner being on the school grounds or elsewhere.

3.4.9. Learners may not walk/stand with their hands in their pockets.

3.5. ACCOMMODATION FOR RELIGIOUS AND CULTURAL RIGHTS

The Governing Body has adopted a revised Religion Policy as of the 24th of November 2025. Religious practices, conduct, or obligations that relate to the core values and beliefs of a recognised religion and that conflict with any rule contained in this code of conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following circumstances:

3.5.1. The learner, assisted by the Parent/Guardian, must apply for a deviation from the standard school rules if such rules conflict with or infringe on any religious rights of the learner.

3.5.2. This application must be in writing and must identify the specific rule(s) that is/are offensive to the learner's religious rights as contained in the Constitution of the Republic of South Africa.

3.5.3. This application must include a reasonable interpretation of the religious rights that the learner feels are being violated and a suggestion as to how the rules may be amended by the Governing Body to accommodate such religious rights.

3.5.4. The learner must provide proof that he belongs to that specific religion and that the religious practices, rules, and obligations that conflict with the school's Code of Conduct are his true beliefs and commitments.

3.5.5. The religious conduct or practice must be lawful.

3.5.6. The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing within 14 (fourteen) days.

3.5.7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.

3.5.8. The deviation must specify the exemption from the normal rules and must clearly identify the conduct that will be allowed — *e.g.*, the wearing of a head scarf, including colours and details of design; the growing of a beard; the wearing of a specific hairstyle or jewellery — and the conditions under which such deviation will be applicable to the learner only.

3.5.9. Cultural rights will be considered if they do not relate to a religion, should such cultural rights manifest in actions/rituals of a permanent nature, and which actions are compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or marks will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his cultural rights can be exercised only through a permanent action/ritual.

3.5.10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in sub-paragraphs 1 to 8 above.

3.6. BEHAVIOUR

3.6.1. All learners are expected to conduct themselves as ambassadors of the School in accordance with the School's code of ethics. Every learner It is expected to always behave in a well-mannered and polite way towards educators, staff, visitors, the public, and fellow learners.

3.6.2. Cheekiness and back-chatting will not be tolerated — this rule also applies on the sports fields. Foul play will not be tolerated and will be dealt with as a transgression of serious misconduct envisaged herein. It is expected of every learner to demonstrate respect and to stand up when an adult or educator walks by. Learners are also expected to greet the person in a friendly and courteous manner by raising his hand high and making eye contact with the person.

3.6.3. All learners are required to render assistance to visitors, whether it be to furnish proper directions to classrooms, offices, or facilities on campus or in general. Should a learner not be able to assist any visitor with a specific query or request, such learner shall be required to accompany the visitor to Reception for a staff member to assist. Politeness and respectful behaviour towards adults, even outside of normal school hours and/or off-campus, is deemed compulsory.

3.6.4. In interacting with fellow learners, learners are required to practise self-constraint and show mutual respect and tolerance. Learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the School, is strictly prohibited.

3.6.5. A school educator shall have the same rights as a parent regarding controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.

3.7. PUNCTUALITY

3.7.1. Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity.

3.7.2. Any late arrivals by learners shall require a written explanation from their Parents/Guardians.

3.7.3. Learners who arrive late must first report to Reception before proceeding to their class.

3.8. MOVING AROUND BY LEARNERS

3.8.1. Before school:

Learners are required to report promptly to their register classes when the bell rings. No tardiness/late arrival will be tolerated, and transgressors will be dealt with as per the school's Code of Conduct.

3.8.2. Changing classes:

Learners must move quickly and in an orderly manner when changing classes between periods. No late arrivals will be tolerated.

3.9. MESSAGES

Messages to Grey learners to be limited and or restricted to topics of relevance and strictly necessary communication.

3.10. ABSENTEEISM

Parents or guardians must inform the office of absenteeism before the start of school (*i.e., before* 0*7:15*).

Learners may be absent from school in exceptional cases only, further subject to the written consent of the Headmaster, or his representative.

When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited. Should a learner be absent from school for a period of 3 (three) days or longer, this leave of absence must be supported by a letter from a medical doctor. In the case of death or trauma in the learner's family, or another reason approved by the Headmaster, written documentation must be provided to the School.

3.11. ILLNESS DURING SCHOOL HOURS

If a learner falls ill during school hours it must be reported to Reception by the relevant subject teacher. The learner is not permitted to make a call from his own cell phone. With the permission of the subject teacher, a learner may proceed to Reception, where the secretary will contact the learner's Parents/Guardians.

The school nurse may be consulted on any such learner's well-being whilst at Reception. Learners may be picked up from the office of either the secondary- or primary school (whichever may apply) by the Parents/Guardians only once the learner has been signed out.

3.12. APPOINTMENTS DURING SCHOOL HOURS

Only under extreme circumstances will learners be granted permission by the Headmaster to keep appointments during school hours. Before any learner leaves the School, the learner must have a letter of permission signed by a member of senior management which must be handed in at Reception prior to departure. The parent/guardian must sign the learner out at the office when the learner is fetched. No learner will be called over the intercom as this interrupts teaching. A learner must be at School until at least 09h00 in the mornings to be marked present.

3.13. ABSENCE FROM SCHOOL FOR SPECIAL OCCASIONS

Learners may generally not leave early or miss class at the end of a term. However, under extreme circumstances, permission could be granted for learners to miss school to attend special occasions. Permission for any such leave that requires a learner to be absent from school can only be granted by the Headmaster.

In relation to the Secondary School, this permission must be duly requested in writing at *permission@gc.co.za* and in relation to the Primary School, by directing an email directly to the Headmaster, at least 24 (twenty-four) hours in advance.

If Parents/Guardians remove learners from School without permission as envisaged herein above, Parents/Guardians shall be required to schedule an appointment with either the Headmaster or Deputy Headmaster prior to such learner being allowed to return to School.

3.14. MOTORCARS AND MOTORCYCLES

3.14.1. Only learners with a valid driver's license for either a motor vehicle or motorcycle, who have applied in writing to the Deputy Headmaster to use a vehicle and/or motorcycle as a mode of transport to School, may enter the school campus driving a vehicle/motorcycle (the details of which have been captured on the relevant security register).

3.14.2. Learners may, at any time, either by entering or leaving the school campus, be requested to furnish proof of and present a valid driving license, as well as the beforementioned permission to use such a vehicle or motorcycle.

3.14.3. The Headmaster has the right to withdraw any permission in this regard at his discretion. A valid entrance sticker will be issued for every successful application. Application forms are available from the secretary at Reception and the Head of Security.

3.14.4. Adhere to the speed restriction on campus. No loud music may be played in vehicles at any time and motorcyclists may not provide lifts to passengers. The driving of a motor vehicle or motorcycle by a learner in a way that poses a risk or possible harm to other learners on the school campus — or other learners and members of the public in the immediate vicinity of the school grounds — is strictly prohibited. Learners shall adhere to traffic rules on and around the school grounds. All motor vehicles, motorcycles, and bicycles are parked at own risk on and around the school grounds. No quad bikes are allowed on the school campus. Hostel boys must also have the permission of their Housemasters to keep a motor vehicle/-cycle at the hostel.

3.15. ACADEMIC POLICY AND RULES

3.15.1. Attendance of all lessons is compulsory.

3.15.2. Learners must be punctual for all lessons.

3.15.3. Learners may not leave class early.

3.15.4. Learners must observe the integrity of space and property.

3.15.5. Vandalism, defacing of posters, examining an educator's desk, *etc*. are not permitted.

3.15.6. Homework assignments must indicate a certain level of application.

3.15.7. Learners must look neat and be properly dressed. Learners will be inspected during register period daily.

3.15.8. Insolence, deliberate disruption of lessons, and disrespect towards teachers are regarded as serious offences and could result in learners being removed from lessons. Such offences may also result in more serious sanctions as per the discipline code of the school.

<u>Tests and examinations:</u>

3.15.9. All learners are obligated to abide by the tests and examinations that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the Parents/Guardians furnish the Headmaster with a written explanation at the earliest possible opportunity.

3.15.10. Learners shall refrain from any form of dishonesty when tests and examinations are conducted.

3.15.11. Policy regarding learners missing an examination shall apply.

<u>During quarterly assessments:</u>

3.15.12. Learners will not receive an official school report at the end of the term, but an academic progress report will be availed to all learners.

3.15.13. Learners who miss examinations without permission from the School will get a zero mark on the academic progress report for any subject examination missed.

3.15.14. Learners who, with the permission of the School, are unable to write any examination due to representing the School, province or country in any sport/cultural activity that is recognised as an official part of the School programme, will merely be marked as absent for the missed examinations.

3.15.15. Learners who, with the permission of the School, are unable to write any examination due to representing the School, province, or country in any sport/cultural activity that is *not* recognised as an official part of the School programme, will be marked as absent for any missed examinations if official documentation of the activity can be provided to the School.

3.15.16. Learners who miss examinations due to illness and can present a medical certificate, will be marked absent for missed examinations.

3.15.17. Learners who miss examinations, but whose Parent/Guardian can provide a detailed and acceptable explanation, in writing, to the Headmaster, will be marked absent for missed examinations.

3.15.18. Learners who miss examinations due to illness, but are unable to present a medical certificate, or who miss examinations without a detailed and acceptable explanation from their Parents/Guardians to the Headmaster, will get a zero mark for missed examinations.

3.15.19. *No* examinations will be written before the official date, as per the official examination timetable.

3.15.20. Learners will be allowed to write examinations earlier than the official date of an examination only if part of an official school activity or school tour, in case of serious sickness in a family, or to attend funerals. Permission will *not* be granted to depart early on holiday. Official documentation must be provided to the Headmaster before such a request will be considered.

<u>During official examinations:</u>

3.15.21. Learners will receive an official school report card at the end of the term.

3.15.22. <u>The following criteria will be used for learners missing examinations:</u>

i. Learners who miss examinations without the School's permission will get a zero mark for missed examinations on their report card.
ii. Learners who are absent for examinations, and who fail to provide a medical certificate, will get a zero mark on their report card for missed examinations.
iii. Learners who are absent for examinations, and who fail to provide an acceptable, detailed explanation from their Parent/Guardian, will get a zero mark on their report card for missed examinations.
iv. Learners who, with the permission of the School, are unable to write examinations due to representing the School, province, or country in a sport/cultural activity that is recognised as an official part of the school programme, will receive a term mark for any examinations missed if official documentation of the activity can be provided to the School.
v. Learners who miss examinations due to illness, but are able to present a medical certificate, will be marked absent for missed examinations.
vi. Learners who, with the permission of the School, are unable to write examinations due to representing the School, province, or country in a sport/cultural activity that is *not* recognised as an official part of the School programme, will be marked as absent for missed examinations if official documentation cannot be provided to the School.

vii. Learners who miss examinations, but whose Parent/Guardian can provide a detailed and acceptable explanation, in writing, to the Headmaster, will be marked absent for those examinations missed.

viii. Learners who fail to complete an examination, or who only write part of an examination (*e.g.*, Mathematics 1, but not Mathematics 2) will receive an incomplete on their report card.

ix. Learners will only be permitted to write an examination paper prior to the scheduled time indicated on the official examination timetable if they are participating in an official school activity or tour, or in exceptional circumstances. A paper may only be written earlier if the writing time overlaps with the official examination period. Official supporting documentation must be submitted to the Principal in advance before any such request will be considered.

3.16. ACCEPTABLE COMPUTER AND INTERNET USAGE POLICY

3.16.1. The School has an established internet connection which allows all learners access to the World Wide Web (www) and the ability communicate *via* electronic mail.

3.16.2. The internet link has been established exclusively for educational purposes.

3.16.3. Unacceptable uses of the Internet link include anything which could compromise a learner's personal safety, engaging in any illegal act, using inappropriate language, abusing another person's privacy or the resource limits of the system, plagiarism and copyright contravention, as well as access to inappropriate material.

3.16.4. No commercial transactions may be made by learners using the Internet link.

3.16.5. Learners should be cognisant of the fact that any use of the Internet link and electronic communications may be monitored. The School has full authority to conduct random checks, or request access to devices and/or electronic communication to verify the integrity of any learner's access to, or usage of, this link and system in line with the applicable policy, as may be amended from time to time.

3.16.6. Investigations into the alleged misuse of said link and communications system can also be instituted based on a complaint from someone outside of the School.

3.17. SPORTS POLICIES AND RULES

3.17.1. Participation in extracurricular activities is compulsory at the School, and all learners are expected to take part in one of the regular sports or one of the regular cultural activities per term. Should any learner not be able to comply with this rule, such learner and his parents shall be obliged to formally lodge an exemption application to the Headmaster, which application shall be considered on merit at the exclusive discretion of the Headmaster.

3.17.2. Learners are also expected to attend sports practices at least twice a week, with involvement in sports fixtures on normal match days. Learners who have been selected to represent the School in an activity may only be excused from attendance if a learner has excused himself personally from his coach prior to the event.

3.17.3. At Grey College we stand for the highest standards of sportsmanship and behaviour on and off of the field. Winning at all costs is not part of our *game ethos*. Learners must accept umpiring/refereeing decisions without any display of dissent whatsoever. Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. No learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

3.17.4. Transgressions of any of the incidents cited as poor sportsmanship behaviour shall be referred to the school's Disciplinary Committee for Sport who will investigate any such incident. In the event of a guilty verdict, the necessary and applicable sanctions shall be imposed.

3.17.5. All learners must wear the correct attire to practices and fixtures. Only official school clothing may be worn, which should be neat and clean, as the image of all learners is a direct reflection of them as ambassadors of the School.

3.17.6. All learners must be punctual for practices and matches.

3.17.7. Learners travelling to and from away-fixtures further than a 500-kilometre radius may travel in either full school uniform or full school tracksuits, with sport shoes and socks. Sandals are not acceptable. Any learner who is inappropriately dressed may forfeit the privilege to travel with his team. For any fixtures closer than a 500-kilometre radius, full school uniform is compulsory.

3.17.8. No learner may leave the fixture venue without the permission of the staff member in charge of the team. Buses may not depart without a staff member on board.

3.17.9. No learner may, at any time, either on or off the field, do something or commit any act which may bring the name or reputation of the School into disrepute.

3.17.10. Apart from the obligation to adhere to the provisions of this Code of Conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting, or indecent behaviour. No learner as spectator or supporter may respond negatively or air derogatory remarks to any ruling by an adjudicator or referee.

3.17.11. Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions or directives received prior to, during, and after the activity concerned from the Headmaster, any educator, member of the prefect body, other school leaders, or parents appointed by the Headmaster to assist with the transport, supervision, or control of learners who need to be transported to and from the activity concerned, or who attend the activity.

3.17.12. The abovementioned rules shall apply equally to participation in any applicable extracurricular activity apart from sporting activities.

3.17.13. Learners may not use, possess, or be under the influence of illegal substances or alcohol while under the School's jurisdiction, participating in a School activity, or representing the School. Conduct involving illegal substances or alcohol outside the School's jurisdiction that brings the School, its learners, or staff into disrepute may also result in disciplinary action. According to South African legislation, no individual under the age of 18 years old is permitted to buy, possess, or consume alcohol.

3.17.14. The School's extended policy on sport is available on the school's website and is it the responsibility of both learners and Parents/Guardians to familiarise themselves with the content therein and the scope and application thereof.

3.18. THE ROLE OF PREFECTS AND SCHOOL LEADERS

The prefects and school leaders, in conjunction with the educators and staff members of the School, are responsible for general school discipline. Prefects and other school leaders are required to bring transgressing learners to the applicable disciplinary bodies or staff members of the School. Line functions shall follow thereafter. All learners shall obey any reasonable instruction from a member of the prefect body or other school leader, and shall support and co-operate with the prefects and other school leaders in properly executing their duties.

3.19. SCHOOL NOTICES

All learners are obligated to inform, or hand over, all school notices to their Parents/Guardians. Such notices may be distributed to learners for parents/guardians by the School, Headmaster, or an educator of the School, and any acknowledgement of receipt that was to be completed by the parents/guardians shall be expected to be promptly returned to the register teacher.

3.20. OCCUPATIONAL HEALTH AND SAFETY STATEMENT

3.20.1. Create a culture of health and safety amongst all persons who live on or enter Grey College's campus.

3.20.2. Ensure, as far as is reasonably practicable, the health and safety of its employees and the protection of all other persons against potential hazards which may arise or emanate from any school or non-school related activities on the school campus.

3.20.3. Ensure that everyone is made conversant with potential hazards inherent to work performed, understands the precautionary measures required with respect to such hazards, and is provided with the necessary information, education, training, and supervision to maintain a safe workplace.

3.20.4. Remain pro-active by anticipating, recognizing, evaluating, and controlling all unhygienic and unsafe situations that could result in incidents or disruption of work.

3.20.5. Promote positive mental, physical, and social wellbeing within the organization.

3.20.6. Achieve our objectives through consultation and mutual participation from management, staff, learners, contractors, and visitors.

3.21. ENVIRONMENT

3.21.1 Learners have the right to a safe environment and to a school that is conducive to education.

3.21.2 Learners may not litter on the school campus or in its buildings.

3.21.3 Learners who attend any school activity as spectators or supporters are expected to leave the grounds or facilities they attended in a neat and clean condition and must ensure that all litter is picked up and placed in garbage bins.

3.21.4 Learners must leave restrooms in a clean condition.

3.21.5 Any action or failure by learners that constitutes, or could constitute, a health risk to other learners must be avoided.

3.21.6 The application of slogans (graffiti), stickers, posters, and the like to any surface at the School is strictly prohibited, unless with the express consent of the Headmaster.

3.21.7 Learners shall comply with any reasonable instruction from the Headmaster, educator, member of the prefect body, or other school leader with regards to maintaining a clean and hygienic school environment.

3.22. APPLICATION AND AMMENDMENTS

3.22.1. These school rules shall apply *mutatis mutandis* to all learners staying in any of the residences or hostels on and off the school campus. These rules can be amended and revised at any time. The Headmaster and relevant educators or staff members have the authority to adopt and issue sub-rules to ensure the effective management and operation of any area within the school grounds or aspects related to School activities.

3.22.2. In case of a reasonable suspicion that learners have violated this Code of Conduct, or the laws of South Africa, the school's Headmaster or any designated educator shall be entitled to conduct a search in relation to any such implicated learner and/or the property in his possession. This may include, but is not limited to, a search for weapons, guns, drugs, or other harmful and intoxicating substances, as well as stolen goods or pornographic material suspected of being brought onto the school campus. Throughout this search process, the dignity of such learners shall be respected, shall be conducted in private, by persons of the same sex, in the presence of another person, and in accordance with section 8A of the Schools Act. The search process and outcome must be recorded.

3.22.3. Any conduct that unfairly prejudices the administration, discipline, or efficiency of the School shall be regarded as a violation of this Code of Conduct.

3.22.4. A conviction of a criminal offence in a court of law shall be regarded as a violation of this Code of Conduct and may warrant sanction(s) of expulsion, subject to the relevant protocols pertaining to such sanctions as envisaged in this Code of Conduct, SASA, and provincial legislation.

3.23. EXEMPTION FROM PROVISIONS OF THE CODE OF CONDUCT

3.23.1 Learners may submit a written application to the Headmaster and Governing Body for total, or partial, exemption from one or more of the items contained in the Code of Conduct based on cultural, religious, or medical grounds.

3.23.2 Such application must include full reasons, as well as confirmative evidence; thus, meaning that the full onus of proof lies with the learner to substantiate any such application for exemption.

3.23.3 Applications for exemption will be considered if the applicant can prove that the matter is urgent or necessitated by a change in circumstances.

3.23.4 In considering an application for exemption, the Headmaster and Governing Body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.

3.23.5 The Headmaster and Governing Body shall consider the application for exemption with the necessary earnestness and responsibility, within the framework of the Constitution, applicable legislation and case law whereafter the learner will be informed of a decision in writing.

PART 3

4. DISCIPLINARY CODE

4.1. DISCIPLINARY PROCEDURES

4.1.1. General approach

To ensure that Grey College has a consistent and fair approach to Learner discipline, Grey College has developed the following Disciplinary Procedure for Learners, which is based on the Procedure and Code: Learner Discipline outlined by the South African Schools Act No. 84 Of 1996. This Disciplinary Procedure may not be amended, except in writing, by both the Principles of Grey College and the School Governing Body.

While discipline is intended to correct inappropriate behaviour, positive recognition and reward is acknowledged as the first resort for sustained acceptable behaviour and achieving potential. Grey College fully supports the principles of fair discipline and the consistent application of appropriate and corrective disciplinary and restorative measures, where necessary.

Should expected norms of conduct not be met by any learner, corrective action will be initiated by the Headmaster, educators, or the Governing Body as set out herein. Corrective action may or may not include the application of formal disciplinary measures, any formal steps being applied to prevent further occurrences of unacceptable behaviour, or to restore the educator/learner relationship. The educator(s), heads of department, or their delegates as the case may be, are entitled to apply action that they believe is appropriate and fair in the circumstances, within the guidelines provided herein.

This Code of Conduct and Disciplinary Procedure is not intended as an exhaustive guideline of the conduct/rules that a learner is intended to comply with, or the steps to cope with all disciplinary-related issues. Rather, it is intended to indicate fundamental values and principles according to which learners are expected to conduct themselves, as well as a framework within which corrective action and discipline can effectively be implemented by the School.

The learner and Parents/Guardians accept that a particular sanction imposed after the disciplinary process is legitimate, fair, final, binding, and is a necessary consequence of the breach of a Grey College Rule. All parties involved are encouraged to refrain from threats, abuse of power, bias, dislike, or interpersonal difficulties that may compromise the authority of the disciplinary process or the atmosphere of equity, due process, and fairness.

4.1.2. **Infringements**

Various types of acts relating to disciplinary misconduct, infringements, or transgressions, as well as the recommended sanctions pertaining to such acts of misconduct, infringements, or transgressions, have been categorised into Levels 1, 2 and 3 type infringements as set out below.

4.1.3. **Disciplinary action**

Various forms of informal and formal disciplinary measures may be initiated and/or implemented by the School. The severity of action taken or sanction imposed shall depend on the circumstances, the seriousness of the infringement and any mitigating or aggravating factors being of relevance.

4.1.4. **Informal disciplinary action**

4.1.4.1 Informal disciplinary action which may be applied by the School includes, but is not limited to:

i. Reprimanding or counselling by an educator, Headmaster, school counsellor, or member of the Governing Body;
ii. Mandatory counselling, behavioural intervention programs, and remedial support prior to or alongside disciplinary sanctions;
iii. Detention (including Saturdays), writing exercises, suspension from School activities (internal, external, or both) for not more than 5 (five) school days; or
iv. A programme of school service run by the school leaders or prefects.
(Refer to the Misconduct Guidelines envisaged herein for a more detailed and chronological explanation as to relevant transgressions and applicable sanctions pertaining to Level 1 transgressions.)
v. Infringements that are not considered serious or do not require formal disciplinary action in the opinion of the learner's responsible educator, can be dealt with directly by such educator without the consent of the Headmaster or Governing Body, as the case may be.
vi. Parents/Guardians and learners accept that compliance with the imposed sanctions may, on occasion, cause disruption and inconvenience to the learner's family, but that this is often a consequence of progressive discipline and the Parents/Guardians are required to consent to and support the School in this process.

4.1.5. **Formal disciplinary action**

4.1.5.1 Formal disciplinary action, or any combination thereof, which may be applied by the School or its Governing Body includes, but is not limited to:

i. A recorded warning or the awarding of demerit points;
i. Parental/Guardian contact and/or interviews with Parents/Guardians, generally after an investigation by the School;
ii. Removal of a privilege(s);
iii. The repair or replacement of damaged property;
iv. Community service of up to 6 (six) hours;
v. Suspension from class or from participating in specific activities or sport at School by the Headmaster following a formal disciplinary hearing subject to section 9(1A) of SASA;
vi. Suspension of a learner from attending School by the School Governing Body following a formal accusation of serious misconduct against a learner in relation to any of the listed forms of serious misconduct, to which charges the learners has been given a reasonable opportunity to make representations in relation to the accusation(s) levied against him prior to the suspension of such learner. **Refer to Section 9(a) of SASA**;

vii. Immediate suspension of a learner from attending school by the School Governing Body if such learner is accused of specified acts of serious misconduct on the school campus or at a School activity and formally charged by the South African Police Services. No opportunity for the learner to make representations is required under these circumstances. **These specified acts of serious misconduct are listed in section 9(b) of SASA**;

viii. Suspension of a learner by the School Governing Body as a precautionary measure if accused of specified acts of serious misconduct (excluding those set out in Section 9(b) of SASA) where the School Governing Body has reasonable grounds for doing so and the learner has been granted a reasonable opportunity to make representations in relation to the accusation of such serious misconduct. In these instances, clear evidence that links the learner concerned to the specified acts of serious misconduct in question must, in the absence of formal charges brought by the South African Police Services or a completed investigation, exist to warrant the School Governing Body pursuing a precautionary suspension; and

ix. Expulsion, as a last resort in the case of very serious misconduct or repeated infringements and in accordance with section 1C(b) of SASA.

4.1.5.2. Warnings/demerit points issued by the School shall be noted on learners' records. Copies of warnings/demerit points issued shall also be provided to the Parents/Guardians. Parents/Guardians are required to sign demerit slips and return to the School as confirmation or acknowledgement that they have been made aware of the infringement and the sanctions so imposed.

4.1.6. **Disciplinary action and investigation**

4.1.6.1. In the event of an infringement/transgression by a learner which may require formal disciplinary action, the relevant educator, or preferably the relevant Grade Head of the learner concerned (as appointed by the Headmaster), a Parent/Guardian, or fellow learner(s) may initiate a disciplinary process by reporting the incident to a member of the Disciplinary Committee or the Headmaster. The Headmaster shall appoint an investigator within the Disciplinary Committee to investigate any alleged infringements/transgressions. A report or complaint may be supplemented by any additional information or statements to clarify or adequately detail the facts surrounding the alleged infringements/transgressions. Notwithstanding any *proviso* contained herein which may indicate the contrary, in such an event the investigator, so appointed, being part of the Disciplinary Committee, such investigator shall be precluded from the disciplinary hearing as a member considering the facts to make a decision.

4.1.6.2. The Investigator will lead the investigation, formulate the charge, and present the evidence at the disciplinary hearing. This assessment usually takes the form of an informal investigation, which generally includes an opportunity for a learner to "state his case" in response to the accusation/complaint.

4.1.6.3. In such instances where the alleged infringements/transgressions may amount to very serious misconduct, another member of the Disciplinary Committee shall be seconded to be present for all interviews to be conducted by the Investigator. Said member shall notify the School Governing Body without delay when a complaint of this nature is received and on the outcome of any investigation into pertaining to any such complaint or allegation.

4.1.6.4. The Headmaster may consult with the Disciplinary Committee to decide on appropriate corrective action. The Disciplinary Committee represents different viewpoints and constituencies to maintain as balanced a view as possible in recommending an appropriate sanction.

4.1.6.5. If deemed appropriate, an interview with the Parents/Guardians may be conducted.

4.1.6.6. <u>If, after investigation:</u>

i. The infringement is confirmed, but is of a such a nature which does not require a formal disciplinary hearing, the learner may be counselled, and an appropriate or prescribed sanction may be imposed, *i.e.,* a formal warning or demerit points; or

ii. the infringement is confirmed and is of a serious nature, same shall be referred for a formal disciplinary hearing or dealt with in terms of Section 9 of the South African Schools Act, Act 84 of 1996, if applicable.

4.1.7. **Formal disciplinary hearings**

4.1.7.1. All repeated Level 1 and Level 2 infringements in instances where prior disciplinary measures or sanctions failed to have the desired remedial effect, as well as Level 3 infringements, shall be referred for a disciplinary hearing.

4.1.7.2. Parents/Guardians of implicated learners shall be notified in writing of any disciplinary hearing to be scheduled, of which the notice must provide sufficient information to ensure that the learner and Parents/Guardians are properly informed of the scope and extent of the charge(s) levied against the learner, as well as potential sanctions to be imposed, should the learner be found guilty of any or all of the charges levied against him.

4.1.7.3. Notwithstanding any provision herein contained which may indicate the contrary, Section 9 of the South African Schools Act, Act 84 of 1996 dictates the relevant protocol to be followed and implemented by the School Governing Body in relation to the suspension of a learner accused of serious misconduct, and only in relation to the listed forms of serious misconduct as envisaged in Section 9(b) of said Act.

4.1.7.4. Representation of learners at a disciplinary hearing shall be limited to the learner's Parents/Guardians, educator, member of the representative council of learners or, in serious or complex cases, by a legal representative as envisaged in paragraph 4(iii) of the Free State Regulations regarding the discipline of learners in public schools.

4.1.7.5. In addition to clause 4.1.7.3, the School shall be bound to the protocol pertaining to the conducting of disciplinary hearings, suspension and expulsion, conditions of suspension, procedures following a hearing, referrals to the Head of Education, and procedures for appeal against expulsion as envisaged in Provincial Notice No.156 of 2001 – Regulations regarding the discipline of learners at public schools.

4.2. REVIEW PROCESS

The Parents/Guardians have the right to request a review against any formal disciplinary sanctions imposed within 5 (five) school days of receiving written notification of the Chairperson's decision of the outcome of the disciplinary hearing. The Parents'/Guardians' request for review must be in writing and detail in full their grounds for the review.

The granting of a review against a decision of the Chairperson of a hearing only entitles the learner to a review of the finding of the hearing and all the matters raised at the disciplinary hearing will not be "re-heard". No new information may be introduced at the review hearing. The review procedure is limited to reviewing the decisions made at the hearing and is based on the grounds and motivations lodged in the review motivation.

Typical grounds for such a review may include:

a) the disciplinary procedure was not properly followed;

b) the decision on guilt was not considered correct or fair;

c) the decision regarding action to be taken was considered inappropriate;

d) mitigating factors were not properly considered;

e) the Hearing chairperson was biased, did not apply his/her mind, or supposedly made a subjective decision; or

f) the learner could not properly present his case.

If, after assessing the request for a review, it is deemed appropriate to proceed with a review hearing, the School will elect a new chairperson, who must either be an objective member of the School Governing Body, or a suitably qualified and experienced third party. The review chairperson shall be responsible for leading and managing the review process, and making a final decision.

The review should, wherever possible, be conducted within 5 (five) school days of receipt of the review motivation in accordance with the protocol outlined herein above.

If a learner has been suspended pursuant to the findings of a hearing, the submission of the request for a review will not affect the suspension, which shall remain in effect until the review process has been concluded. In the case of any other formal disciplinary action being imposed by the hearing Chairperson, the imposition of such action will be held in abeyance pending completion of the review process.

The conclusion of the School's review procedure is the final step in its disciplinary process and marks the exhaustion of internal disciplinary measures.

4.3. COLLECTIVE DISCIPLINARY ACTION

The disciplinary procedure is principally designed to deal with instances of misconduct or infringement by individual learners. Alleged misconduct by a group of learners, usually acting in concert with one another, or where the infringements are of a similar nature or objective, is considered as being collective misconduct.

Generally, collective misconduct is more effectively dealt with on a collective basis. An investigation into the alleged misconduct may be conducted with regard to all of the learners concerned. A single disciplinary hearing can then be conducted with all of the learners concerned, with their Parents/Guardians present.

The same procedures as provided for above are followed in a collective situation. However, in a collective disciplinary hearing, individual learners may still be provided with the opportunity of demonstrating that their own circumstances may be different to that of the other learners or the group involved.

The School, through its Disciplinary Committee, reserves its right to exercise its option to conduct either separate investigations or hearings with individual learners, or to follow a collective approach.

5. MISCONDUCT GUIDELINES

Refer to Table Guidelines annexed <u>hereto</u>.

5.1. LEVEL 1 – MINOR OFFENCES

5.1.1. Level 1 offences are minor transgressions relating mainly to classroom behaviour and learner appearance. They are dealt with at school level through corrective measures aimed at restoring order, encouraging accountability, and developing positive discipline.

All sanctions are consistent with:

- The South African Schools Act, 84 of 1996 (as amended by the BELA Act, 32 of 2024)
- The Constitution of the Republic of South Africa (1996)

5.1.2. <u>Examples</u> include, but are not limited to:

- Failing to attend class on time;
- Leaving class without permission;
- Failing to complete homework;

- Not bringing prescribed textbooks or materials;
- Learner being unshaven;
- Appearance not in accordance with school rules;
- Misbehaviour or interrupting classes;
- Swearing or using inappropriate language;
- Use of a cell phone in class without permission;
- Eating, drinking, or chewing gum in class, the school hall, or the library; or
- Misconduct during assembly (including talking or using a cell phone).

5.1.3. Sanctions for Level 1 Offences:

First Bundle of Four Offences per Term

- A "bundle" refers to any combination of four (4x) Level 1 offences committed during a school term at the Secondary School or any combination of offences as pertinently indicated on either the academic or the behavioural demerit notices relevant to the Primary School.
- The sanction is detention under supervision of a designated educator. The following time schedules for detention are applicable to the Primary and Secondary Schools respectively:
  - Primary School - Fridays from 14:00 – 16:00 and Saturdays from 08:00 – 10:00
  - Secondary School - Monday to Thursday, 14:00 - 17:00
- Detention must be used constructively (*e.g.*, supervised academic work, school improvement tasks, and/or completing the Code of Conduct written program).
- Once the first bundle has been reached, any further Level 1 offence in that term is automatically escalated to a Level 2 offence.

Failure to Attend Detention

- If a learner fails to attend detention without a valid excuse, an internal suspension may be imposed at the Secondary School, whereas a further detention notice will be automatically issued at the Primary School.
- During internal suspension the learner may not take part in any non-academic school activities (*e.g.*, sport or cultural events) for a period set by the Headmaster or delegated teacher.
- Failure to adhere to internal suspension instructions will escalate the matter to a Level 3 offence.

Cell Phone Policy

- Learners may not use cell phones during lessons without permission from an educator.
- If a learner uses a phone without permission, the phone may be confiscated immediately, sealed in an envelope, and stored securely in the school safe for the rest of the term.
- A written receipt will be issued.
- Failure to hand over the device when requested will be treated as a Level 2 offence (disrespect/insolence).

Schoolwork and Homework Rules

- An orderly classroom atmosphere must be always maintained.
- Learners may not disrupt or hinder teaching.
- Instructions from educators must be carried out promptly and respectfully.

- All learners must keep and maintain a homework book as required.
- All homework must be completed diligently and submitted on the due date.
- Failure to comply is excused only if the learner provides a written note from a Parent/Guardian with an acceptable reason.
- Learners are obliged to catch up on all missed work as soon as possible.

Record-Keeping

- All Level 1 offences must be recorded by the relevant teacher on the school disciplinary system.
- Records must be monitored to ensure escalation rules (bundle → Level 2) are applied consistently.

Principles of Discipline

- Sanctions must be fair, corrective, and educational rather than purely punitive.
- Learners must be always treated with dignity and respect.
- Corporal punishment and any form of degrading treatment are strictly prohibited by law.
- Parents/Guardians will be engaged when repeated misconduct occurs.

5.2. LEVEL 2 – INTERMEDIATE/SERIOUS OFFENCES

5.2.1. Level 2 offences are repeated minor offences or more serious acts of misconduct which demonstrates disrespect, disrupt learning, or undermine school authority.

5.2.2. Examples include, but are not limited to:

- Repetition of Level 1 offences beyond the first bundle;
- Defiance or refusal to carry out a reasonable instruction from an educator;
- Disrespectful or insolent behaviour towards educators, staff, school leaders, or prefects aimed at, or interpreted as, challenging authority;
- Failure to hand over a cell phone when requested;
- Truancy (skipping classes or school without permission);
- Vandalism or damage to school property (minor or first instance);
- Dishonesty (*e.g.*, lying to educators or staff, misuse of permission notes);
- Use of offensive or discriminatory language;
- Bullying, intimidation, or harassment (non-violent, verbal, or social); or
- Possession of prohibited items (*e.g.*, matches, fireworks, inappropriate material).

5.2.3. Sanctions for Level 2 Offences:

- 2 x Saturday detention (or extended detention at School's discretion);
- Removal from class and referral to the Grade Head, Deputy Headmaster, or Headmaster who will refer the matter to the Disciplinary Committee for a disciplinary hearing, with Parents/Guardians notified in writing, a minimum of 5 (five) business days in advance;
- Formal written warning issued, recorded, and kept on record;
- Internal suspension (exclusion from sport, cultural, or non-academic activities for a set period);
- Restorative or corrective tasks (*e.g.*, repairing damage, written apology, community service within School, referral to the SLO services at the School); or

- Escalation to Level 3 if misconduct continues or if internal suspension rules are ignored.

5.2.4. Procedural Safeguards:

- Learner is informed of the charge or accusation against him and afforded an opportunity to explain himself.
- Written notification of sanction is issued to Parents/Guardians.
- All Level 2 sanctions are recorded in the disciplinary system.

5.3. LEVEL 3 – VERY SERIOUS MISCONDUCT

(Zero Tolerance Offences that Could Lead to Expulsion)

5.3.1. Level 3 offences are serious breaches of discipline that endanger the safety of others, involve dishonesty of a severe nature, or show outright contempt for school authority. These offences may result in a sanction of suspension, referral to the Disciplinary Committee, or a recommendation for expulsion in accordance with Section 9 of the South African Schools Act and further subject to the provisions pertaining to same as envisaged in **Provincial Notice No.156 of 2001 – Regulations regarding the discipline of learners at public schools.**

5.3.2. Examples include, but are not limited to:

- Repetition of Level 2 offences after formal hearings;
- Gross disrespect or insubordination towards educators and/or staff;
- Fighting, physical assault, or threats of violence;
- Severe bullying, intimidation, harassment, or cyberbullying;
- Theft, fraud, or possession of stolen property;
- Possession, use, or distribution of alcohol, drugs, or other banned substances at school or during school events;
- Possession of dangerous weapons (*e.g.*, knives, firearms, explosives);
- Malicious damage to property;
- Cheating, plagiarism, or misconduct in examinations or assessments; or
- Bringing the School's name into disrepute, whether on campus or through online/social media activities.

5.3.3. Procedures for Level 3 Offences:

Immediate Reporting

- All Level 3 offences must be reported immediately to the relevant Grade Head at the Secondary School and to the Deputy Headmaster at the Primary School.
- The Grade Head and Deputy Headmaster respectively records the matter and refers it without delay to the Disciplinary Committee.

Disciplinary Committee Review

- The Disciplinary Committee evaluates the seriousness of the offence.
- Depending on the severity of the transgression based on merits, the Committee decides whether to:
  - Conduct an internal disciplinary hearing; or
  - Escalate directly to a formal disciplinary hearing with an independent legal representative chairing the process.

Parental Notification

- Parents/Guardians must be notified in writing of the hearing at least 5 (five) school days in advance.

The Notice must Outline:

- The alleged offence or transgression;
- The date, time, and venue of the hearing;
- The learner's right to present evidence and call witnesses; and
- Possible sanctions should the learner be found guilty.

Hearing Process

- Hearings must be fair, impartial, and properly recorded;
- Learners are entitled to state their case and be treated with dignity throughout the process; and
- Decisions are based on the evidence presented.

Escalation and Sanctions

- The Disciplinary Committee may impose sanctions such as suspension, final written warnings, or exclusion from activities.
- In severe or repeated cases, the Committee may recommend expulsion, which can only be confirmed by the Provincial Education Department.

Record-Keeping

- The Grade Head keeps a comprehensive file of all Level 3 offences, hearing minutes, and outcomes.
- Copies are shared with the learner's register teacher and filed in the School's official disciplinary records.

5.4. EXPULSION PROCEDURES

Headmaster-Parent/Guardian Consultation

- Where the Disciplinary Committee finds a learner guilty of serious misconduct and recommends expulsion as a sanction, the Headmaster will inform the Parents/Guardians accordingly.
- The Headmaster may convene a formal meeting with the Parents/Guardians to discuss the outcome of the disciplinary hearing, the learner's conduct, and whether Grey College remains an appropriate educational environment for the learner.
- During this consultation, the Headmaster may explain the statutory process relating to expulsion in terms of the South African Schools Act, including the role of the School Governing Body (SGB) and the Head of Department (HOD) of the Free State Department of Education.
- The Headmaster may also indicate that the Parents/Guardians are entitled, should they so choose, to apply for the **voluntary withdrawal** of the learner instead of the expulsion process continuing.

Voluntary Withdrawal

- Should the Parents/Guardians elect to withdraw a learner voluntarily, such withdrawal must be confirmed in writing to the Headmaster.
- Upon receipt of written confirmation, the Headmaster shall acknowledge the withdrawal in writing.
- The School shall, where reasonably possible, assist the Parents/Guardians in facilitating a learner's transfer to another suitable school.
- A voluntary withdrawal terminates the expulsion process.

Continuation of the Expulsion Process

- If the Parents/Guardians choose not to withdraw a learner voluntarily, the expulsion process shall continue subject to the guidelines pertaining hereto as envisaged in SASA and relevant provincial legislation.
- The School Governing Body shall consider the findings and recommendation of the Disciplinary Committee and, if it supports expulsion, will formally recommend expulsion to the Head of Department.
- All disciplinary proceedings will be conducted in accordance with the principles of procedural fairness, transparency, and natural justice.

Staff Presence and Record-Keeping

- In all meetings between the Headmaster and Parents/Guardians concerning a potential expulsion, at least one additional member from the Disciplinary Committee shall be present.
- Written minutes of such meetings will be taken and retained as part of the official disciplinary record.

Implementation of Expulsion

- Only the Head of Department of the Free State Department of Education has the authority to expel a learner from a public school.
- If the Head of Department confirms the expulsion, the Parents/Guardians shall be formally notified in writing.
- The learner must be removed from the School on the date specified by the Head of Department.
- The School is obliged to comply with any directives which may be issued by the Head of Department regarding interim arrangements and the placement of the learner at another public school, as required by law.
- Refer to protocol pertaining to the conducting of disciplinary hearings, suspension, and expulsion, conditions of suspension, procedures following a hearing, referrals to the Head of Education and procedures for appeal against expulsion as envisaged in **Provincial Notice No.156 of 2001 – Regulations regarding the discipline of learners at public schools.**

5.5. DISCIPLINARY INFRINGEMENTS AND RECOMMENDED SANCTIONS

	Type or nature of infringement/misconduct	**Guideline: Recommended Penalty**		
		First offence	**Second Offence**	**Subsequent/Repeated offence**
	Level 1: LESS SERIOUS INFRINGEMENTS			
1	Disregard for rules, directions, instructions or as directed by any persons in authority.	Counselling and reprimanding or warning/demerit/ detention	Final warning/contact parents	Suspension and hearing followed by suspension or expulsion
	Being discourteous towards Grey authorities, adults, or peers, or displays of insolence.			
	Being unreasonably intolerant of others and their religion, personal beliefs, cultural traditions, appearance, or of diversity.			

	Persistent violation of Grey rules (with less serious initial consequences).			
2	Use of excessive force when playing games or during sporting events. Playing games in an area where others may be injured or where property may be damaged. Riding skateboards, bicycles or motorbikes or -vehicles in areas where such activities are prohibited, or in such a manner as may cause injury to others or damage to property.	Counselling and reprimanding or warning/demerit/ detention	Final warning	Suspension and hearing followed by suspension or expulsion
3	Noisy or disruptive behaviour, disturbing the activities of others. Highly disruptive or unruly classroom behaviour. Trespassing or entering Grey premises without permission or without supervision, and/or after Grey hours. Refusing to identify oneself upon request by a Grey authority.	Counselling and reprimanding or warning	Final warning	Suspension and hearing followed by suspension or expulsion
4	Swearing and use of vulgar, profane (foul) derogatory or discriminatory language.	Counselling and reprimanding or warning/demerit/ detention	Final warning/contact parents	Suspension and hearing followed by suspension or expulsion
5	Tardiness, littering and poor housekeeping. Poor grooming, unhygienic personal habits, improper use of Grey College facilities or ablutions. Hair, dress, or apparel that is not in accordance with Grey College standards or rules. Eating or drinking during class or Grey College events/ activities when consumption is not permitted.	Counselling and reprimanding or warning/demerit/ detention	Final warning/contact parents	Suspension and hearing followed by suspension or expulsion

6	Tampering with the possessions or equipment of others. Use of Grey College equipment without permission (with no serious consequences).	Counselling and reprimanding or warning/demerit/ detention	Final warning/contact parents	Suspension and hearing followed by suspension or expulsion
7	Refusal or failure to complete homework or assignments. Refusal to deliver or return reports, reply slips or letters to Parents or to Grey College. Unreasonable and unexplained refusal to attend or participate in Grey College activities or compulsory events. General uncooperativeness and / or being wilfully obstructive. Poor application to studies, Grey College work or assignments.	Counselling and reprimanding or warning/demerit/ detention	Final warning/contact parents	Suspension and hearing followed by suspension or expulsion
8	Truancy, poor timekeeping practices. Unexplained absences from classes or from compulsory events or activities. Leaving class or Grey College premises without permission. Persistent late-coming or early unauthorised departure from class / Grey College.	Counselling and reprimanding or warning/demerit/ detention	Final warning/contact parents	Suspension and hearing followed by suspension or expulsion
9	Persistent misuse of personal communication devices during Grey College activities.	Counselling and reprimanding, or warning/demerit/ detention/five-day confiscation of device	Final warning/Contact parents	Suspension and hearing followed by suspension or expulsion
	Level 2: SERIOUS INFRINGEMENTS			
	(All infringements listed below are subject to at least two detention sessions)			
		First offence	**Second Offence**	**Subsequent/Repeated offence**
10	Playing of obscene, insulting, or demeaning games.	Counselling/final warning/contact parents	Suspension and hearing followed by	

	Dangerous horseplay. Malicious teasing.		suspension or expulsion	
	Defiance or disrespect/backchatting towards Staff Members, Parents/Guardians, visitors, or peers.	Formal written warning, mandatory after-school detention, property restitution, and parents conference		
	Truancy, minor vandalism, or cheating on internal tests.			
11	Inappropriate behaviour or comments in public or at Grey events that brings Grey College into disrepute (including social media platforms).	Counselling/final warning/contact parents	Suspension and hearing followed by suspension or expulsion	
	Abuse of School privileges or seniority/status, abuse of position of authority.			
	The use of racist, sexist, or any discriminatory remarks.			
12	Smoking or being in possession of tobacco, e-cigarettes, vapes, or cigarettes (on Grey College premises or at Grey College events).	Counselling/final warning/contact parents	Suspension and hearing followed by suspension or expulsion	
13	Lying and unfair behaviour (with less serious initial consequences).	Counselling/final warning/ Final warning/contact parents	Suspension and hearing followed by suspension or expulsion	
14	Vandalising property or equipment (Grey College or others), improper use or not taking due care of property or equipment.	Counselling/final warning/contact parents	Suspension and hearing followed by suspension or expulsion	
	Accidental damage to property through carelessness.			
15	Acts or behaviour designed to create a hostile or threatening environment, or that may reasonably have resulted in such an environment.	Counselling/final warning/contact parents	Suspension and hearing followed by suspension or expulsion	
	Wilful disruption of Grey College activities, interference with Grey College authorities.			
	Conduct designed to be prejudicial to good order or discipline at Grey College.			

16	Any misconduct by the Learner that is considered by Grey College authorities to warrant more than counselling, a verbal reprimand, or an ordinary warning.	Counselling/final warning/contact parents	Suspension and hearing followed by suspension or expulsion	
	Level 3: VERY SERIOUS MISCONDUCT			
	(*Zero Tolerance Offences* which could lead to immediate expulsion)			
		First offence	**Second Offence**	**Subsequent/Repeated offence**
17	Violent, abusive, or threatening behaviour (verbal or physical).	Suspension and hearing followed by suspension or expulsion		
	Fighting, battery, or assault (threatened or actual).			
	Victimisation, bullying, or initiation of any sort.			
	Transferring, using, or being in possession of a dangerous weapon, fireworks, explosives, or any object that considered as being potentially dangerous (at Grey College or at Grey College events).			
	Intimidating or wilfully interfering with others (attempted or actual).			
	Inciting, advising, or rewarding others to perform violent, racist, offensive or threatening acts.			
	Any “gang” related activity that may threaten the safety or welfare of others (at Grey College or at Grey College events, or in relation to Grey College).			
	Harassment (sexual, racial, cultural, or religious).			
	Issuing a bomb threat or arson (attempted or actual).			
	Behaviour that may pose a danger to the safety and welfare of others (at Grey College or at Grey College events, or in relation to Grey College).			

18	Being in possession of, or under the influence of alcoholic, hallucinogenic, or dangerous/prohibited substances, or distributing, storing or consuming any of these substances (at Grey or at Grey events).	Suspension and hearing followed by suspension or expulsion		
	Strong suspicion of habitual use (abuse) or regular use of medication, drugs, or alcohol at Grey or at Grey events.	Counselling or suspension and hearing followed by suspension or expulsion		
19	Being in possession of another's property without their knowledge or consent or attempting to remove another's property without consent or their knowledge. Theft or attempted theft.	Suspension and hearing followed by suspension or expulsion		
	Sale of another's/stolen property.			
20	Serious dishonesty (actual or intended)	Suspension and hearing followed by suspension or expulsion		
	Cheating, copying or tampering with test or exam results, reports, or assignments.			
	Being in possession of, or distributing, material or information that may give an advantage in a test or an exam.			
	Extortion, bribery, corruption, or fraud (attempted or actual).			
	Being an accomplice to, colluding, conspiring, assisting/abetting or instigating dishonesty, fraud or theft.			
	Inciting, advising, or rewarding others to be dishonest or to cheat.			
	Serious breach of Grey College security procedures, unreasonably refusing to submit to a search.			
	Off-site criminal misconduct that disrupts or substantially damages Grey			

	College/Learner relationship and the educational process.			
21	Obscene, indecent, or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact. Sexual harassment, inappropriate sexual innuendos, or graphic comments. Threatened or actual physical assault including gender-based violence and sexual harassment.	Suspension and hearing followed by suspension or expulsion		
	Intentional and offensive, derogatory, insulting, abusive, racist, or lewd behaviour.			
	Storage, creation, sale, or distribution of pornographic, obscene or offensive material, publications, symbols, email, text/SMS/MMS, cartoons or objects			
22	Sabotage, malicious, or wilful damage to Grey or others' property.	Suspension and hearing followed by suspension or expulsion		
	Unauthorised occupation of any Grey College property or facility, or having the effect of depriving others from using this property or facility. Preventing or seeking to prevent free assembly by others on Grey College's property, without permission. Blocking off any entrances or exits to, or from, Grey College premises, with the intention or effect of interfering with free access/egress by others.			

	Learners are precluded from participating in or initiating protest action unless they have exhausted all avenues available to address their concern and they have received the necessary permission from the Head or Executive. Where the Head or Executive refuses to grant such permission then the Learner or Learners may approach Council for such permission.			
23	Actions that expose others to serious danger or injury or expose Grey College to potential accidental loss or damages, whether due to wilful or negligent acts. Unsafe acts or behaviour that endangers the safety and welfare of others.	Counselling/ suspension and hearing followed by suspension or expulsion		
24	Serious misconduct or actions that may bring the reputation of Grey College, Learners, or other stakeholders into disrepute.	Counselling/ suspension and hearing followed by suspension or expulsion		
25	Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence. Forgery or falsification of Grey College documents and reports	Counselling/ suspension and hearing followed by suspension or expulsion		

ADDENDUM: Refer to Department of Basic Education (BPERD Policy Document).

5.6. Notes and Procedural Safeguards

- Fairness & Due Process: All hearings must comply with the principles of natural justice — learners must be informed of allegations, given the opportunity to respond, and allowed to call witnesses or present evidence.
- Parental Involvement: Parents/Guardians must be notified in writing for all Level 2 and Level 3 matters, with at least 5 (five) school days' notice before a hearing.
- Record-Keeping: Offences, sanctions, and outcomes must be logged on the school system. Written records are to be kept by the Grade Head and shared with the learner's register teacher.
- Prohibition of Corporal Punishment: In line with the South African Schools Act, corporal punishment and any form of degrading or humiliating treatment are strictly prohibited.
- Proportional Sanctions: Disciplinary measures must be corrective and educational rather than punitive, ensuring the sanction fits the nature and seriousness of the offence.

- Right of Appeal: Learners and Parents/Guardians have the right to appeal decisions to the School Governing Body and, where applicable, the Provincial Department of Education.
- Hostel Application: The Grey Hostel operates under a separate Code of Conduct; however, serious offences committed in the hostel may be referred to this Code where appropriate.

This is not an exhaustive list of offences. Learners may be guilty of misconduct in any circumstances where they conduct themselves in an improper manner or in a manner unbecoming a learner at Grey College. This conduct may include circumstances where a learner conducts himself in any manner or commits any act or omits to do anything, which conduct, act, or omission is, or may be, prejudicial to the good order, efficient administration, control, and discipline of the School.
Parents are urged and requested to support the school in maintaining this system. It is of the utmost importance that the Parents/Guardians co-operate to improve the behaviour of and problems that the Grey learners may experience.

Acknowledgement of the Code of Conduct

I, the undersigned Learner of Grey College, confirm that I have read and understood the provisions of the **Grey College Code of Conduct**. I accept my responsibilities as a learner of this institution and undertake to respect and uphold the rules, values, and standards set out in the Code.
I further acknowledge that any violation of these rules may lead to disciplinary measures as outlined in the Code of Conduct.

Name of Learner: _____
(Please print your full name clearly)

Learner's Signature: _____

Date: ____ / ____ / 20____

As Parent/Guardian, I confirm that I have familiarised myself with the **Grey College Code of Conduct** and support the School in upholding the standards and expectations contained in this document. I acknowledge my role in assisting my child to comply with these standards.

Name of Parent/Guardian: _____
(Please print full name clearly)

Parent/Guardian of: _____
(Full name of Learner)

Parent's/Guardian's Signature: _____

Date: ____ / ____ / 20____