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Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEBE IeMfundo IeNtshona Koloni

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**TO: CHIEF DIRECTORS, DIRECTORS, IMG MANAGERS, CIRCUIT TEAM MANAGERS, IMG ADVISERS AND PRINCIPALS, GOVERNING BODIES, EDUCATORS AND LEARNERS OF PUBLIC PRIMARY AND SECONDARY SCHOOLS**

**BRIEF SUMMARY:** *Example of a Code of Conduct for a school*

**SUBJECT: CODE OF CONDUCT FOR SCHOOLS**

1. The national Department of Education has made available an example of a code of conduct for schools. The [South African Schools Act, 1996 \(Act 84 of 1996\)](#), very clearly promotes the principle that each school should develop its own code of conduct for learners. However, each school must take great care that its code is developed through democratic and consultative methods. It must also ensure that all its provisions fit within the South African Constitution, which includes the Bill of Rights, and especially the rights of children.

.././documents/legislative\_acts/a97-98.pdf\*e\_inf\_legis.html#98

2. The code of conduct should spell out the rules regarding learner behaviour at the school and describe the disciplinary system to be implemented by the school on the premises or when the learners are away from the school representing it or attending a school function.
3. We wish to emphasise that schools must highlight, in their school's code of conduct, the **Regulations for Safety Measures at Public Schools, as promulgated by Government Notice measure 4 of 1040 of 12 October 2001 (as amended by Government Notice R1128 in Government Gazette 29376 of 10 November 2006), SASA (84/1996) and the Amendment: Regulation for Safety Measures at Public Schools 29376, 10 November 2006**, as they relate to the presence of dangerous objects or illegal drugs on public school premises or on the person in contravention of these regulations.
4. To assist schools in developing their own code of conduct, with a view to establishing a disciplined and purposeful environment to facilitate effective teaching and learning at the school, we are including an [electronic copy of the book](#), **A Code of Conduct for a School**, to assist you to develop your own school code of conduct.

The [booklet](#) outlines the following:

**Part 1: School Rules**

**Part 2: Disciplinary System**

**Annexure A:**

- Learner Commitment Form

**Annexure B:**

- Table 1: List of offences per grade of offence
- Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3, and 4 offences, respectively

**Annexure C:**

- Example of a Written Warning

**Annexure D:**

- Example of a Final Written Warning

**Annexure E:**

- Example of a Notice of a Disciplinary Hearing

**Annexure F:**

- Example of a Recording of Disciplinary Hearing

**Annexure G:**

- Example of a Lodging of Appeal (Review Form)

5. We hope that you will find the guide helpful and that you will develop a code of conduct that will help you to create a safe environment for the delivery of quality teaching and learning.

**SIGNED:** RB SWARTZ

**HEAD:** EDUCATION

**DATE:** 2009:06:30

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Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town 8000  
Please quote reference numbers in all correspondence  
SAFE SCHOOLS: 0800 45 46 47  
CLIENT CALL CENTRE: 0861 92 33 22

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Click on a title below: the document will open in *Acrobat Reader®* where you can save and/or print a copy.  
To return to this circular, click on the *WCED Online* logo at the top of the screen.

Complete booklet: [A Code of Conduct for a School](#) (size: 409 KB)

[Introduction and Part 1: School Rules](#) (size: 134 KB)

[Part 2: Disciplinary System](#) (size: 108 KB)

[Annexures A - G](#) (size: 190 KB)

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