



GLENASHLEY

PREPARATORY SCHOOL

2026

CODE OF CONDUCT

Attendance at School:

Attending school's lessons, classes and assigned activities is obligatory by law.

Absence from School or Sport / P.E:

From School:

The parent must inform the school, in writing/email of the reason for any absence of the child from school. Where the absence is more than two (2) school days a doctor's medical certificate must accompany the child on his/her return to school. Where a child needs special permission to be exempted from school, e.g. a family bereavement, the parent must timeously inform the school (in writing). Please note that a pupil who takes leave from school (e.g. illness) before 10:00am will be marked as absent.

From Sport / P.E. Lesson:

If a child is to be excused from sport or physical education lessons a letter clearly explaining the reasons must be submitted either before or on the day concerned. Permanent exemption from P.E. / sport and/ or the absence of two or more lessons from sport and/or physical education needs to be supported by a doctor's certificate. A percentage will be deducted from the pupils Life Orientation mark if they are exempt from PE in accordance with the National Educational Department

If a pupil is absent from school, it is his/her responsibility to catch up on all missed work.

Academics

- All books are to be neatly covered and labelled with a book cover. Thereafter, the book must be further covered with a transparent plastic cover (no coloured plastic permitted).
- All work must be done neatly. Untidy work is not allowed.
- All books must be kept up to date.
- Notes handed out by the teacher must be stuck neatly into the required books as detailed by the teacher.
- Books that are needed for lessons must not be left at home or in registration class. Under no circumstance shall a class be interrupted by a pupil wanting to fetch an item left behind in his/her registration class.
- Media Centre books must be returned on or before the prescribed date.
- Parents will have to replace or pay for misplaced or lost books.
- The Media Centre must be left neat and tidy.
- No copying of any work is allowed.
- Cheating in tests is strictly forbidden. This includes no communication between pupils.
- Books must not be lost or mislaid and lessons must not be missed.
- The teacher's instructions must be obeyed at all times.
- Parents are requested to provide learners with all relevant stationery.
- Pupils are not allowed to draw pictures/graffiti in/on their books.

Homework: General

- Homework is compulsory and needs to be done in full as prescribed by the teacher. Homework notebooks or email are mediums of communication between parent and teacher. Only one homework book per child is permitted at any given time. When the H/W book is finished it will be collected and kept by the teacher.
- Parents are required to sign the homework notebook each night to certify that they have seen the instructions regarding the homework and any circulars / notices that have been handed out.
- Any circulars or notices that are handed out with a reply slip need to be returned on the given day.

Uniforms, Appearance and Equipment:

Boys Grade 4-7

- White short sleeved shirt with badge, grey shorts, Glenashley Prep boy's socks, black lace-up school shoes, GPS cap and badge, GPS Tracksuit top/ GPS jersey, GPS school bag and GPS sports tog bag.
- A vest may only be worn under the school shirt.
- P.E. uniform – GPS house colour sports shirt, grey shorts, school Speedo / grey shorts, grey rash vest, red swimming cap and towel (1st and 4th terms only).
- Please note that takkies used for cricket must be predominantly white and must have a white tongue and white laces.
- For cricket, hockey and soccer matches, white GPS shirt, white shorts and red socks must be worn with the appropriate footwear.
- For rugby; grey school rugby jersey, white shorts, red socks and boots are to be worn.
- Squad swimming; red school towel with badge, school speedo and school swimming cap.
- Soccer and hockey white GPS shirt, school shorts, red socks, gum guard (hockey) and appropriate footwear.
- For all practices GPS sports shirt, school shorts with badge on and school socks with appropriate footwear. This includes protective gear needed for each sport (i.e. gum guards, cricket gear including a helmet).

Girls Grade 4-7

- School dress, short white school socks, black Velcro or buckle school shoes (no lace ups), GPS cap and badge, GPS tracksuit top/ GPS jersey, GPS school bag and GPS sports tog bag.
- A vest may only be worn under the school shirt.
- P.E uniform – GPS house colour sports shirt, school shorts with badge on, school swimming costume, red swimming cap and towel (1st and 4th terms only).
- Takkies used for netball must be predominantly white and must have a white tongue and white laces.
- Squad swimming red school towel with badge, school swimming costume and red school swimming cap.
- Hockey, white GPS shirt, grey school shorts, red socks, gum guard and appropriate footwear.
- For all practices GPS sports shirt, school shorts with badge on and school socks with appropriate footwear. This includes protective gear needed for each sport (i.e. gum guards for hockey).

General Uniforms, Appearance and Equipment:

- Pupils are to arrive and leave school in full uniform.
- WINTER UNIFORM – BOYS: GPS tracksuit top/ GPS jersey and ties. GIRLS: GPS tracksuit top/ GPS jersey and school issue grey tights purchased from the uniform shop. Tracksuit pants worn with tracksuit top.
- An excuse note with a valid reason explaining why a pupil is incorrectly dressed must be produced on the day in question.
- All items of clothing and equipment must be clearly marked with the child's name. Initials are not sufficient. Kindly ensure that all identification marks do not appear on the outside of the item of clothing. Unmarked items cannot be returned to their owners
- A smart appearance is required at all times.
- Broken, torn, or frayed uniform items cannot be worn to school and must be repaired or replaced as soon as possible.
- Any wilful damage or defacing of a clothing item shows disrespect for the uniform and is prohibited.
- Only full GPS PE kit is to be worn to PE lessons – towel included (1st and 4th terms only).

- After extra-curricular activities, a pupil may travel home in GPS sports kit if fetched by car. Pupils walking home, or taking a bus or taxi, must be in full uniform or full school tracksuit.
- No pupil is permitted, when in full school uniform, to enter a shop/shopping centre or mall i.e. for any reason, unless accompanied by a parent/guardian.

Excursions:

- Various excursions may/will be organised during the course of the year. Parents will be advised timeously of such events and need to make provision as such. The school reserves the right to exclude any pupil (due to disciplinary reasons) from an excursion.

Conduct:

- The behaviour of the pupils must always uphold the good name of the school. Pupils are expected to behave according to the norms of the community in which we live. Qualities such as manners, accountability, respect, compassion, honesty, sportsmanship and respectfulness contribute to the unique tone and spirit of the school.

At Glenashley Preparatory we strive:

- to develop in the pupils a sense of moral integrity in all situations and relationships.
- to instil self-respect and self-discipline in order that pupils contribute meaningfully to society.

If a pupil is deliberately disobedient, recalcitrant or indulges in wilful damage to property, theft, dishonesty, lying, assault, bullying, indecency, truancy or any other misconduct of a serious nature, he/she may face a disciplinary hearing which could lead to a suspension.

Movement around the School:

- Movement within and between buildings will be quiet and orderly.
- Running within and between buildings is not allowed.
- Class movement along corridors and in stairwells will be in double file.
- Classrooms and corridors are out of bounds after school and during breaks. No pupils may enter a classroom without the respective teacher in attendance. Pupils may not be in classrooms unsupervised. Learners can drop off school bags before school.
- No pupil may loiter in the corridors or toilets.
- Pupils must respond promptly and appropriately to significant bells.
- The hall is out of bounds except for assembly.
- The entire school and its surrounds must be kept free of litter.
- Shouting, loud noise and playing are forbidden anywhere in the school building.

Playground:

- No waiting at top gate for friends is permitted.
- No contact sports or ball games are allowed.
- For safety or health reasons, other sports or games may be forbidden at the discretion of the Principal or DH in charge of discipline.
- Pupils must remain within the playing areas designated for them during break times.
- Playing on, or down banks is forbidden.
- The gardens are out of bounds.
- During wet weather breaks, pupils will engage in quiet activities in their own classrooms. Running or playing in the classrooms and corridors is forbidden.

Extra Mural Activities:

- Pupils volunteering (or signing up) for activities, must honour their commitment and attend all sessions throughout the term.
- Release from any activity can only be secured with a valid excuse note produced timeously.
- Pupils without a valid excuse note will be disciplined accordingly.
- Pupils not appropriately dressed will be excused from the activity.
- Orderly, courteous behaviour must be observed during any activity.
- All decisions made by coaches/referees/umpires must be fully respected without complaint by pupils and parents.
- School Sport / Cultural Commitments must receive priority over outside club /social commitments.
- Supporting any school related function or sports match must be done in school uniform.
- **Under no circumstance may a parent pull a child out of sport for their own disciplinary reasons.** Remember your child is part of a team.

P.E. Lessons:

- Pupils are compelled by the National CAPS Syllabus to do P.E.
- Permanent exemption requires a doctor's certificate, which will be validated by the school.
- Two or more week's exemption requires a doctor's certificate.
- A valid excuse note is to be given to sport's master and class teacher.
- Full P.E. Kit is to be worn to respective P.E. lessons.

Litter:

- Bottles/cans/cartons, ice creams, popsicles or open liquid refreshments may not be taken into the classroom. Pupils will be held accountable for school litter and pupil awareness and involvement in this regard is to be encouraged.

Before School Procedure:

- Pupils must arrive at school and place their bags inside or outside their classrooms, depending on class rules, and go straight to the field.
- No loitering around the school is permitted.
- When the bell goes at 7:30 all pupils must line up.
- Late comers will enter school and their names will be written down.

After School Procedure:

- Pupils waiting to be fetched must wait in the school 'waiting area' on the stand.
- This routine ensures the safety of the pupils.
- Parents must keep well clear of the school's main entrance electronic gates when dropping or picking up children. In addition, double parking in Marion Avenue is illegal and is hazardous to the safety of the pupils.
- Noise must be kept to a minimum on corridors, once school has finished.
- Pupils proceeding home i.e. walking or catching public transport must project an excellent image of the School.
- **The school absolves itself from all responsibility of any child after 14:30. (Extra-mural activities and aftercare excluded.)**
- NO pupil may remain at school beyond these stated times
- No pupil in G.P.S. uniform may enter a public store or shopping centre without the presence of an adult.
- When accompanied by an adult, the pupil must be in FULL school uniform and not part thereof.
- No pupil must be seen publically in sports kit unless it is full school tracksuit.

Homework Centre:

- Is available for all pupils at an additional prescribed fee.
- No civvies to be worn.

Out of Bounds Areas (throughout the School):

- the classrooms before and after school or during break.
- the classroom corridors before and after school (excludes monitors and rainy-day procedure).
- the school building before or after school.
- the school building and grounds over weekends.
- the cricket pitch.
- the storerooms.
- the staff room, kitchen and related corridors outside office and staffroom.
- the front foyer unless on official business.
- the sickbay unless specific permission received.
- the school fields and cricket nets after practices, matches or other sporting and/or school events.
- the swimming pool precinct.
- the stairs outside the hall.
- the Jo-Jo tank vicinity.

Glenashley Preparatory Positive Recognition Rewards:

To foster greater learner identity and involvement in the school.

Category A – Bronze, Silver and Gold Certificate Awards.

In this respect, bronze, silver and gold certificate awards can be presented to pupils for a variety of reasons:

- Continual good manners.
 - Continual good behaviour.
 - Sustained politeness.
 - Repeated assistance to the teachers.
 - Sustained positive involvement in the classroom.
 - Continual helpfulness.
 - Continual involvement in school activities.
 - Willingness to carry out special duties.
 - Regular attendance at school functions.
 - Altruism.
 - Continual service to the school.
 - Service to the community.
 - Showing sustained care and concern for others as well as for animals.
 - Bravery.
 - Leadership.
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- The bronze award will be the most regularly issued.
 - Silver certificate issued after five bronze certificates.
 - Gold certificate issued after four silver certificates.
 - **Bronze, Silver and Gold awards will be presented at Assemblies.**

Values Ambassadors

- Children are chosen from all grades who will represent the values of “I March” (manners, accountability, respect, commitment and honesty).

Diligence Badges

- Class teachers will award up to one badge per two weeks for special effort performances by pupils. These diligence badges will be presented to the recipients at Assemblies and will entitle them to wear the badges for two weeks.

Academic Badges

- The following academic badges are awarded termly:
Grade 4 to Grade 6: Academics - 80% and above.
Grade 7: Academics – 80% - 84% and Academic Honours: 85% plus.

First in class and most improved badges

- These badges will be handed out at the end of each term to the child who comes first in class and the child that has made the most improvement in class that term (only term 2 and 3).

PARENT AND TEACHER INTERACTION GUIDELINES

Parent/Teacher appointments:

- Must be requested and confirmed in writing in the homework book or via email.
- Secretaries are not obliged to make appointments on teacher’s or parents’ behalf.
- Secretaries may take a parent’s name and number and the respective teacher or teachers should make the appointment.
- Under no circumstance will a parent be allowed to see a teacher without an appointment and interrupt contact time.

The appointment procedure:

- Time of appointment to be adhered to. A grace period of 10 min either side of the appointment time will be given to both parties, after which the appointment venue may be left and an alternative time and date would have to be arranged.
- **Verbal abuse** will not be tolerated from either party and the appointment can be terminated if the verbal abuse persists.

Communication procedure:

- Letter.
- Appointment.
- Telephone calls made by parents to teachers during school hours can only be taken and or returned during non-teaching time.
- Teachers’ telephone numbers are not given out.
- Teachers are not obliged to discuss pupil’s progress or school behaviour outside of an appointment venue.
- Teachers are not obliged and will be unable to see parents during school hours without an appointment. These hours are strictly reserved for the express purpose of teaching the learners.
- **“Spur of the moment” or “pop in classroom visits” are not encouraged** nor will the teacher be obliged to conduct any communication with the parent under these circumstances. **Parents are asked to refrain from entering the school classroom corridors for any reason whatsoever. This obviously excludes prearranged teacher / parent meetings / interviews.**

- Parents attending an appointment with a teacher must first report their arrival at the Administration Office Secretaries who will then notify the teacher concerned. The teacher must report to the foyer area and direct the parent/parents to the meeting place.
- **Parents wishing to complain about a staff member/s** must first make every effort to resolve the problem with the respective teacher concerned.
- Parents must request, in writing, an appointment with the respective teacher in an attempt to resolve the issue. Should this route prove unsuccessful, the parent may then request an appointment with the Grade Head. If the situation is still not resolved the DH in charge of discipline will then be asked to head up an investigation into the incident or allegations. He will then present his findings to the Principal and will report back to the concerned parties.
- **Under no circumstance will a parent be awarded a meeting with the principal until the correct procedure has been adhered to.**

Glenashley Preparatory Sport Value System:

Representing Glenashley Preparatory:

- Pupils are expected to participate in at least one extra mural activity per term and must participate in inter-house competition e.g. swimming. Pupils who are selected for teams, are expected to be available to represent the school when required to do so.
- Pupils must see team selection as an **honour** – an opportunity to represent one's school. It is important for pupils to remember that it is not the winning that counts, but how the game is played. **Please Note – school sport commitments supersede those related to outside sport clubs.** All pupils/parents are asked to ensure that this aspect of school commitment is honoured at all times.

Sports Kit:

- Uniformity of dress is essential. Teams must be impeccably turned out at all times and no player is to take the field i.e. at practice or in a match, unless **100% correctly dressed.**
- Pupils must arrive and depart in full sports uniform.
- Shirts must be tucked in – socks pulled up, (garters to be used) and boots/shoes clean.

Team Swimmers:

- If selected to the elite squad, pupils are to purchase a full GPS tracksuit, GPS swimming towel and a RED silicone cap. Black racing costumes may be worn subject to the approval of the school sports management. Plain black or white slip slops (compulsory) must be worn with the tracksuit when attending galas.

Support Your Team / School:

- The team is expected to sit down and watch when the nature of the game determines such action. Team members should ideally sit apart from parents and may not play/practise before, during or after matches. The same rule applies to spectators in school uniform.
- Coaches will be asked to monitor players' behaviour as misbehaviour could jeopardise a pupil's selection for further matches. When a pupil commits himself/herself to a team, he/she commits himself/herself fully **to all practices and fixtures for that term.** Obviously, there may be exceptions when a pupil will be unavailable but it is hoped that parents will assist the school by ensuring that the pupil honours all practices and match fixtures. Coaches are to be advised (in writing) at least **two days** in advance if a pupil is **unavailable for a match.**

From the Side Lines:

- Pupils must applaud good play whether from home teams or the opposition. Parents and players should never make any unsporting remarks, whether it be a mistake committed by a team member/player or the referee/umpire.
- Whilst parental support is always welcome, over vociferous support must be curbed in the interest of the pupil, team and school.
- **NEVER QUERY** the referee/umpire's decisions.
- Praise/encouragement has a more positive effect on team members. Parents are asked to refrain (at all times) from questioning both school and representative team selections.

Courtesies:

- Failure to arrive for a match after selection is bad manners in the extreme. Apart from letting the team down, it reflects poorly on the school. Should a pupil not be able to play in the match, **the parent concerned must contact the coach or the Head of Sport to inform them of the pupils' unavailability. Obviously the earlier a coach is advised, the easier a replacement may be found.**
- Failure to arrive for a match or failure to notify the coach as above will result in disciplinary action against the pupil.
- The pupil will be deemed absent if he/she is not seen by the coach.
- Players are to report timeously for matches. The match slips clearly indicate the time that pupils must report. To avoid discrepancies, favouritism being cited and debate over the issue, **being late is exactly what it means, be it one or ten minutes.**
- If a pupil is late, their place in the team will be under review as we require full commitment.
- Obviously, there would be the occasional exception e.g. the car breaking down whilst en-route to the meeting place but it is expected that total honesty regarding the late arrival would prevail.
- **In many instances, the pupil cites the parents as being responsible** for his/her late arrival. Parents are asked to ensure that their actions do not negatively affect the timeous arrival of their child at the designated time. Whilst this may be true, the school does not have the time or resources to investigate the issue, therefore the pupil concerned will have to be held responsible for his/her late arrival.
- The importance of this issue cannot be stressed highly enough and parents are asked to support the school on this issue as coaches face criticism from other irate parents who are assisting with lifts and are themselves seriously inconvenienced by the arrival of latecomers and thus departures to the respective venues.
- In addition, the late arrival of a pupil often results in the late arrival of a team at the opposing venue with the resultant embarrassment occurring. This embarrassment also applies when team members arrive late for home fixtures, negatively affecting the timeous preparation of the team.
- Pupils will only be excused from practice through a letter, **on or before the day in question**, explaining their absence. Failure to attend practice (except if the pupil is absent from school) could jeopardise a pupils' selection. If he/she forgets his/her kit, he/she must still attend practice and notify the coach of the oversight. Parents are asked not to encroach on practice areas.
- **Coaches should be allowed to coach their teams without the physical presence of the parents in the immediate vicinity.** With regard to the cricket nets, it would be appreciated if parents would position themselves away from the net perimeter, thereby alleviating any feasibility of interference. Whilst parents' intentions are no doubt honourable, the coaches do find the presence of parents at practices rather restrictive and the interaction between coach and player is thus not maximised.
- With regards to matches, parents are to ensure that all aspects of the team's/opponent's performance are left to the discretion of the respective coaches. Parental intervention of any

scale is not permitted. Parental concerns need to be channelled to the school management. Excessive jubilation upon a goal/wicket taken/victory is unacceptable.

No comments whatsoever are to be directed at any stage to the opposition i.e. by both players and parents.

- Players must always thank the opposition/referee/umpire at the conclusion of the match.
- **Team members should not request permission to leave a match early and should under no circumstances, leave without greeting/notifying and thanking the teacher/coach in charge.**
- Players **must remain behind after all matches to assist with the clearing up process.** Players may only depart once the process has been completed and the coach has dismissed them.

GUIDELINES OF THE VALUE SYSTEM PROCEDURE AT GLENASHLEY PREPARATORY

Note the abbreviation **N.A.L.F.G.** – No Accompanying Letter from Guardian is used below.

Physical Education Classes – held once a week

No full uniform at P.E.

1. Marks are deducted for non-attendance and not having full P.E. kit and N.A.L.F.G.
2. Parents will be notified if learners do not have full P.E. kit for three or more consecutive P.E. Lessons.

Dress

1. Learners will not be allowed to practise without their full practise uniform (P.E. kit)
2. Repeat offenders will have their place in the team reviewed.

Incorrect Dress At Extra-Mural Sport (see above)

Incorrect Dress At Sport Fixture

- Cannot take the field unless 100% correctly dressed and place in the team for future matches will be reviewed.

Late Arrivals

- Only in extreme cases i.e. respective car breakdown etc., will late arrivals be accepted.
- Please note that normal traffic congestion will not be accepted as an excuse.

Late Arrivals For Sport / Failure to arrive for a fixture

Place in team will be reviewed as full commitment is required from learners and parents.

BRINGING CELLPHONE & OTHER ELECTRONIC DEVICES TO SCHOOL

- Will be taken away and locked into the safe and handed back at the end of the term.
- Pupil will receive an afternoon reflection period.
- No compromise.

HAIR, JEWELLERY AND SMART WATCH POLICY 2026

Annexure A

Hair Policy:

- Hair must be neat and tidy at all times.
 - Hair must not cover a learner's eyes or grow over their ears. If so, it must be clipped back.
 - Hair must be of the learner's natural colour.
 - If hair has grown to shoulder length, it must be tied up.
 - No fancy patterns are permitted to be cut into a learner's hair. This includes, but is not limited to, fancy or excessive lines, shapes and/or patterns.
 - No hair products are permitted.
 - The following accessories are permitted:
 - Black, white or school Alice band.
 - Black, white, brown or school scrunchie/ hair band
 - Plain hair clips.
 - **Cultural Hairstyles:** The school supports and respects cultural diversity and allows learners to maintain their natural hairstyles, provided they meet the general standards of neatness.
A letter of motivation may be required to submit to the governing body for approval.
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Jewellery Policy:

General Guidelines: Jewellery is not allowed to be worn at school, unless it meets the guidelines below:

- **Earrings:** Only plain, small round studs or plain small sleepers are permitted. Large, excessive, or dangling earrings are not allowed. Both earrings must be worn at the same time.
 - Only one earring per ear will be permitted.
 - **Bracelets:** Bracelets may only be worn for religious purposes. These may not be excessive or cause a distraction during school activities. Learners must keep the number of bracelets being worn to a minimum.
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Smart Watch Policy:

- **Allowed Devices:** Smart watches are allowed, provided they do not have a SIM or eSIM and do not have cameras.
- **Usage:** Smart watches may only be used for keeping time. They may not be used for playing games, making calls, sending messages, or viewing photos during school hours. Any other activities involving smart watches that may cause a distraction are also not permitted. If a learner is found using a smart watch for these purposes, it will be confiscated until the end of the term.
- **Storage During Assessments:** During assessments, learners must remove their smart watches and place them in a designated box. Each teacher will have a box where smart watches should be placed for the duration of the assessment to ensure no distractions.

This policy has been adopted:

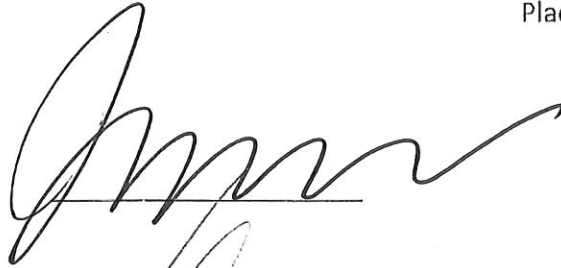
04 . 12 . 2025

Date

DURBAN

Place

PRINCIPAL:



CHAIRPERSON:

