



# Preparatory

Prep Switchboard: 011 465 9830 / 011 467 4657  
Emergency: 071 609 7253

College Switchboard: 011 467 4889  
Emergency: 072 617 5291







113 Dunmaglass Road, Glenferness | www.cedarwoodschool.co.za




Name of the learner: \_\_\_\_\_

## CEDARWOOD SCHOOL Prep Code of Conduct

### BILL of RIGHTS and RESPONSIBILITIES

All Cedarwood Prep School learners have the right to:

 <p>1. <b>A good education</b> and the responsibility <b>to Study</b></p> <ul style="list-style-type: none"> <li>• Arrive at school on time</li> <li>• Concentrate &amp; be attentive in class</li> <li>• Complete your homework</li> <li>• Prepare for tests</li> <li>• Look after books and school equipment</li> </ul> <p><b>To Respect others</b></p> <ul style="list-style-type: none"> <li>• Speak respectfully</li> <li>• Greet everyone</li> <li>• Be kind and helpful to your teachers, sports coach, and your classmates</li> </ul>	 <p>2. <b>Be loved and protected from harm</b> and the responsibility <b>to show others love and caring</b> by</p> <ul style="list-style-type: none"> <li>• Working together with your teachers, therapists, and friends</li> <li>• Supporting each other and the school events and school teams</li> <li>• Caring when someone is upset</li> <li>• Being fair</li> <li>• Being gentle and kind with your classmates</li> <li>• Respecting others' belongings</li> </ul>	 <p>3. <b>A safe and comfortable school</b> and the responsibility <b>to keep it neat and clean.</b></p> <ul style="list-style-type: none"> <li>• Place litter in bins</li> <li>• Place school bags tidily</li> <li>• Walk, not run, between classrooms.</li> <li>• Line up in an orderly way</li> <li>• Respect the work of the ground staff</li> <li>• Treat all school property and equipment with care and respect</li> </ul>
 <p>4. <b>Medical Care</b> when hurt or sick at school and the responsibility <b>to take good care of yourself and others.</b></p> <ul style="list-style-type: none"> <li>• Arrive at school clean and neat</li> <li>• Wear the correct school uniform or sports clothing</li> <li>• Only acceptable hair styles and colour</li> <li>• No reckless play around the school</li> </ul>	 <p>5. <b>Be well fed</b> and the responsibility <b>not to waste food.</b></p> <ul style="list-style-type: none"> <li>• Eat your lunch from home or bought at the tuck shop</li> <li>• Share your lunch if a friend or another learner has forgotten theirs</li> </ul>	 <p>6. <b>Be taken seriously</b> and the responsibility <b>to listen to others.</b></p> <ul style="list-style-type: none"> <li>• Teachers and therapists will listen to you and in return you must try to listen carefully to them.</li> <li>• Respect others ideas</li> <li>• Listen to other points of view</li> </ul>

<ul style="list-style-type: none"> <li>No verbal or physical fighting which could result in harm to others</li> <li>No weapons or use of objects as weapons to inflict hurt/harm</li> <li>No bullying</li> </ul>	<ul style="list-style-type: none"> <li>Eat healthily and limit the amount of sweet items you eat</li> <li>Remember to drink regular amounts of water</li> </ul>	<ul style="list-style-type: none"> <li>Listen to coaches and captain's instructions</li> </ul>
 <p><b>7. Make a mistake and the responsibility to learn from mistakes</b></p> <ul style="list-style-type: none"> <li>No one is perfect</li> <li>Be tolerant of each other</li> <li>Be patient</li> <li>Help someone who is feeling frustrated or anxious</li> <li>Be willing to fix your mistakes</li> <li>If you have done something wrong be willing to try to change your behaviour</li> </ul>	 <p><b>8. Be proud of your heritage and your beliefs and the responsibility to respect others' origins and beliefs</b></p> <ul style="list-style-type: none"> <li>Find out about other religions in the world</li> <li>Learn about the heritage of your country</li> <li>Ask your friend from another country about their heritage</li> <li>Always respect other races and religions</li> </ul>	 <p>9. Special care from all staff within the school and the responsibility to</p> <p style="text-align: center;"><b>BE THE BEST PERSON YOU CAN BE!!!</b></p>

Should a learner violate any of the Rights or Responsibilities above, the Headmaster together with the School Management will determine the consequences of the violation taking into account but not limited to:

- The number of violations by the learner
- The seriousness of the incident
- The state of mind of the learner

Pupil's signature: \_\_\_\_\_

Parent/ Guardians signature: \_\_\_\_\_

Parent/ Guardians signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
11/09/20	New Layout	Management
13/09/21	None	Management
03/11/22	None	Management