



**DOKUMENTASIE WAT SAAM MET INSKRYWING
GESTUUR MOET WORD: -**

**DOCUMENTATION WHICH MUST BE SENT
WITH THE ADMISSION FORM: -**

- Geboortesertifikaat / Birth Certificate
- Ouers ID's / Parents ID's
- Bewys van verblyf / Proof of residence
- Laaste Rapport / Last Report [Gr. 1 - 7]
- Kliniek kaart / Clinic card

MISSION

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EDUCATION PAR EXCELLENCE WE WILL
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KWALITEIT ONDERRIG EN OPVOEDING
BY UITNEMENDHEID, BOU VIR ONS JEUG
'N TOEKOMS

VAALPARK PRIMERE SKOOL

Baviaanskloofweg 28

Vaalpark

1948

Telephone: 016 - 9712012

Fax:

Year: _____



Note: This form must be completed in full. All changes to be initialed or signed by parent / guardian. Completing the form does not necessarily mean that the learner has been accepted into the school.

Grade Applied For:	Highest Grade Passed	Year When Grade was passed:	Accession No:
--------------------	----------------------	-----------------------------	---------------

Surname:	Initials:	Nick Name:
First Name:	Other Names:	
Date Of Birth: YYYY	MM	DD
Race:	Gender:	Male: Female:
Country of Residence:	Identification or Passport No:	
If SA, indicate province of residence:	Citizenship:	

Physical Address:	Home Telephone:
City/Suburb	Emergency Telephone:
Code:	Learner Cell:
Learner Email Address:	

Home Language:	Preferred Language of Instruction			
Boarder	Yes No			
Deceased Parent	Mother	Father	Both	Mode of transport:
Religion:	For Grade 1 only: Indicate pre-primary education	None	Non Formal	Formal

Previous School Information

Name of Previous School:		
Previous School Address:		
Code:	Province:	Country:

Learner Medical Information

Medical Aid Number:	Medical Aid Name:					
Medical Aid Main Member:	Doctor Name:					
Doctor's Address:	Doctor Telephone Number:					
Medical Condition:						
Special Problems Requiring Counseling:						
Dexterity of Learner:	Right Handed	Left Handed	Ambidextrous	Reg. Social Grant	YES	NO:
				Rec. Social Grant	YES	NO:

--

Siblings

Number of other Children at this school:

Position in the family (e.g first):

Please supply full names below:

Name: Grade:

Name: Grade:

Name: Grade:

Parent / Guardian Information

Complete a SEPARATE parent form for each parent living at a different physical address

Title: Initials: Surname:

First Name: Gender: Male: Female:

Home Language: Race:

Identification Number: Or Passport number Account Payer: Yes No

Residential Street Address:

City/Suburb Code:

Occupation: Employer:

Surname of Spouse: First Name:

Occupation of Spouse: Learner resides with this parent/s Yes No

Spouse ID Number: Relationship to Learner:

Marital status of parent:

Correspondence Details

Title: Surname:

Postal Address:

City/Suburb Code:

Other Contact Details

Home Telephone

Work Telephone

Fax Number:

Cell number Father

Spouse Work Telephone Number:

Cell number Mother

E-Mail address Father

E-Mail address Mother

I hereby declare that to the best of my knowledge, the above information as supplied is accurate and correct.

Name of Parent / Guardian (Please Print) : _____

Signature of Parent / Guardian _____

Date: _____/_____/_____

Office use only:

1. Date: 2. Accepted: 3. Accession Number:

4. Rejected: 5. Reason for Rejection:

6. Documentation Received: 6a Immunisation Record: 6b. Birth Certificate:

6c. Progress Report from Previous School: 6d. Transfer Letter from Previous School:



I hereby acknowledge receipt of the document pertaining to the school's rules and undertake to abide by them as far as possible.

- 🚩 Code of conduct of learner[s] attending Vaalpark Primary School
- 🚩 Undertaking by parents of an enrolled learner [s]
- 🚩 Vaalpark Primary School's Disciplinary procedure

Name of learner

Name of Parent / Guardian

Signature of Parent / Guardian

Date

I / We parent [s] Guardian [s] of

Hereby authorize the school and its staff to decide on medical care and to accept the implications thereof if the parent [s] / guardian [s] of the above learner cannot be reached immediately.

Signature of father / guardian

Signature of mother / guardian

Both parents / guardians must sign



RELEASE FORM IN RESPECT OF LEARNER PHOTOS/IMAGES/VIDEOS

Hereby, I, (please neatly print full name) _____, grant permission to Vaalpark Primary School to display photos/images/videos of the child(ren) indicated below as part of:

- a demonstration/project/activity in the course of classroom teaching;
- a sample project/activity on CD created by the school for use in educational workshops, classrooms, advertisements, etc.;
- the school's webpages and social media platforms (including Facebook and Twitter);
- samples given to programme publishers, or contest entries submitted to sponsors;
- video recordings to appear in a school-related programme broadcast on a television station; and/or
- any printed publication, including, though not limited to, newspapers, magazines, yearbooks, etc.

In granting this permission, I understand that the school may use photos/images/videos of the child(ren) for purposes such as celebrating achievements and publicising education events, as deemed appropriate by the school governing body and the principal, and that such use may include display in the school photo gallery.

I further understand that although the school associated with the photos/images/videos will be identified, and adults appearing in photos/images/videos may be named, the personally identifiable information of the child (ren), except for the name (s) of the child (ren), will not be used with any photo/image/video.

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I am signing this release form in the knowledge that any photos/images/videos posted on the school's website can be downloaded and reproduced by various news organisations, including print, electronic and broadcast media, and I therefore release the school from any liability arising from the use of photos/images/videos of the child(ren) in school web postings.

Additionally, I understand that there are potential dangers associated with the posting of photos images and videos on a website, since global access to the internet does not allow for control over who accesses information.

I further understand that if I wish to rescind this agreement, I may do so at any time by sending a letter to the principal of the school.

Name of learner: _____

Name of parent/guardian: _____

Address: _____

City: _____

Postalcode: _____

Telephone number: _____

Signature of parent/guardian:* _____

Date: _____



Consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPI)

Consent to use personal information¹

- By agreeing to the terms of this information form, you, hereby voluntarily authorise Vaalpark Primary School to process your personal information as well as that of the learner _____ (Including the names, physical address, telephone numbers and any other information you have provided to the school).
- Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain effective until one of the conditions stated under paragraph 8 of the Policy on the Protection of Personal Information has been met.
- The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.
- In addition, you hereby take note that Vaalpark Primary School collects and processes personal information pertaining to the proper functioning, management and governance of the school, as prescribed in the South African Schools Act 84 of 1996 and other relevant education legislation and policies.
- The type of information will depend on the purpose for which it is collected, and will be processed for that purpose only.
- In terms of section 11 of POPI, personal information may only be processed in the following circumstances:
 - If the data subject, or a competent person where the data subject is a child, consents to the processing.

¹ This form must be read with the *Policy on the Protection of Personal Information*.



- If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
- If processing complies with an obligation imposed by law on the school.
- If processing protects a legitimate interest of the data subject.
- If processing is necessary for the performance of a public law duty.
- If processing is necessary for pursuing the legitimate interests of the school.

Your rights in terms of this consent

You have the following rights:

- *The right to know what information is being kept, how it is being used, and when the school will disclose it.* All of the aforesaid information is contained in our Policy on the Protection of Personal Information and our Privacy Policy, which are available and may be obtained from our offices or our website.
- *The right to correct your details.* The school will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
- *The right to revoke consent.* You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school. Revoked consent is not retroactive and will not affect any past or existing use of your information.

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Consent to receive marketing information.

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for marketing purposes, and understand that by consenting, you may receive marketing materials in the form of SMSs, e-mails and the like from the school.

Please tick the appropriate box below:

I agree I do not agree

Signature of parent/guardian

Date



VAALPARK PRIMARY DISCIPLINARY PROCEDURE

The Education Act, no 84 of 1996, Articles 8 and 9, stipulates that a governing body must have a disciplinary procedure in place. Subject to the Act and any applicable provincial law and regulation, the governing body of a public school may apply the following to a learner:-

- Suspend from attending school as a corrective measure
- Remove from school
- Disciplinary punishment as determined by the disciplinary procedure

EXPLANATION OF PROCEDURE:

- The system is based on a point system.
- Each offence is awarded a specific point (see attached form).
- If a learner has accumulated 50 points, he/she is referred to detention class.
- Points are cancelled after a detention class. Where misconduct occurs during detention or failure to attend detention, the points will not be cancelled. (Further detention classes follow)
- When learners are addressed, the teacher records the offences. The learner signs at the offence.
- The disciplinary forms will be placed in the register and submitted on Fridays. It is processed and filed on SASAMS.
- Detention class forms are given to the learners. The attached reply slip should be returned on or before a Tuesday. (Detention classes continue regardless)
- No excuse of extra-curricular activities will be accepted. Learners must attend the relevant detention class. If a parent has a problem, the deputy principal can be approached.

GENERAL GUIDELINES REGARDING PENALTIES:

- The punishment is based on the attached point system.
- Learner's violations are addressed and recorded.
- Learners have the right to defend themselves. Appeal may be reported to a higher authority, if the parents are present.

HIGHER AUTHORITY MEANS THAT THE FOLLOWING CHANNEL MUST BE FOLLOWED:-

Teacher → Head of Department → Deputy Principal → Principal → Governing body

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- After a learner has accumulated 50 points, the parents will be notified via a letter that the learner will be punished with detention class.
- Detention class is on Wednesdays from 13:45-15:45 (2 hours)
- Misconduct or failure to attend detention class will be punished with detention classes.
- Learners sit in silence in the hall for the duration of detention.
- After two sessions of detention classes, a meeting with the parents will be arranged.
- If no improvement in behaviour occurs, it will be referred to a higher authority.
- Severe cases of violations or misconduct can lead to suspension or expulsion.

GUIDELINES FOR CONDUCT DURING SCHOOL HOURS:

➤ **LINING UP BEFORE SCHOOL**

- Suitcases are put at register classes.
- When bell rings, line up at number as indicated. Register teacher stands in front.
- Listen to announcement and then walk to class in an orderly manner.
- Learners are not allowed on the corridors.

➤ **BREAKS**

- When the bell rings, suitcases must be placed in a neat row in front of the next class.
- No learner may then be on the corridor.
- Learners must be in their designated play areas.
- Staff on playground duty may not be in the staffroom (unless requested by the principal).
- Offences that occur during breaks, are handled by the staff on duty.
- Using toilets, washing hands etc. Must be done during break, not after the bell has rung for the end of break.

➤ **GENERAL**

- Learners must report to the secretary to see the principal or deputy principal.

➤ **CHANGING OF CLASSES**

- During changing of classes, teachers stand outside their classrooms.
- Learners walk in single file. Girls walk first and then the boys.

- No talking while changing classes.
- Learners walk directly to the next class. Here, they line up and wait for instructions from the teacher before they may enter.
- The correct flight of stairs for going up and down must be used at all times.

➤ **IN THE CLASS**

- The classroom is entered in silence. Learners put suitcases next to their desk and stand behind their chairs.
- The teacher is greeted and learners sit, without talking.
- Books and stationery are immediately taken out.
- When the principal or deputy principal enters the class, learners stand without talking to greet.
- At the end of the period learners, on instruction of the teacher, pack their books away, stand and leave the classroom.
- When learners leave classes at the end of the day, the chairs are put on the desks and the litter is picked up.



VAALPARK

PRIMÊRE SKOOL/PRIMARY SCHOOL

AANMELDING VAN OORTREDING/REPORTING OF OFFENCE

Class/Klas:		Surname of Learner/ Van van Leerder:	
Vak/Subject:		Name of Learner/ Naam van Leerder:	
Date/Datum:		Reported by/ Aangemeld deur:	

Level	No	Description	Beskrywing	Points
1	02	Homework copied	Huiswerk afskryf	10
1	03	Poor behaviour	Swak gedrag	10
1	04	Eating in class	Eet in klas	10
2	05	Ignore instructions	Opdrag ignoreer	20
2	06	Dishonesty	Oneerlik	20
1	07	Books continually left at home	Boeke herhaaldelik vergeet	10
1	08	Test not signed	Toets nie geteken nie	10
1	09	Fighting	Baklei	20
1	1-00	Homework not done	Huiswerk nie gedoen nie	10
1	1-01	Failing to attend class on time/school	Laat in klas/skool	10
1	1-02	Leaving class without permission	Verlaat klas sonder toestemming	10
1	1-03	Cheating in class test	Oneerlik in klastoets	20
1	1-04	Failing to complete homework	Huiswerk nie voltooi nie	10
1	1-05	Dishonesty with minor consequences	Oneerlikheid met geringe gevolge	20
1	1-06	Other - 10 Points	Ander - 10 Punte	10
2	14	Disobedient	Ongehoorsaam	20
2	17	Swearing	Vloek	20
2	2-00	Poor Language	Onweloweglike taal	20
2	2-01	Frequent repetition Level 1 infringement	Herhaalde oortreding van gedrag in Vlak 1	20
2	2-02	Possession or use of tobacco	In besit of gebruik van tabak	50
2	2-03	Truancy of several classes	Herhaalde nie-bywoning van Klasse	20
2	2-04	Cheating during examinations	Oneerlik tydens eksamen	20
2	2-05	Verbally threatening safety of another person	Verbale bedreiging van persone se veiligheid	20
2	2-06	Vandalism	Vandalisme	20
2	2-07	Other - 20 Points	Ander - 20 Punte	20
3	3-07	Other - 50 Points	Ander - 50 Punte	50

Reason/Rede:

Signature of learner/ Handtekening van leerder: _____

Signature of teacher/ Handtekening van onderwyser: _____



Bullying and cyberbullying policy

1. Introduction

This document is the bullying and cyberbullying policy of Vaalpark Primary School, as approved by the school governing body on 12 September 2013. The policy has been drafted in accordance with the provisions of the Constitution of South Africa, 1996; the South African Schools Act 84 of 1996 ('SASA'); the National Education Policy Act 27 of 1996; applicable provincial legislation on school education; the Protection from Harassment Act 17 of 2011; the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007; the United Nations Convention on the Rights of the Child, 1989, and Children's Act 38/2005.

All learners have the right to attend a public school that is a safe and secure learning environment. It is the intent of Vaalpark Primary School to provide all learners with an equitable opportunity to learn. To that end, the school has a significant interest in providing a safe, orderly and respectful school environment, which is conducive to teaching and learning.

Bullying is detrimental to the school environment and to learners' learning, achievement and well-being. It interferes with the mission of the school to educate learners, and disrupts school operations. Bullying affects not only learners who are targets, but also those who participate in and witness such behaviour. It must be addressed to ensure learner safety and an inclusive learning environment.

2. Definitions

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more learners, educators, non-educators or visitors to the school premises. It is further defined as unwanted and repeated written, verbal or physical behaviour, including any threatening, insulting or dehumanising gesture, by a learner or adult, which is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the learner's school performance or participation, and may involve, but is not limited to:



- (i) teasing;
- (ii) social exclusion;
- (iii) threat;
- (iv) intimidation;
- (v) stalking;
- (vi) physical violence;
- (vii) theft;
- (viii) sexual, religious or racial harassment;
- (ix) public humiliation; and
- (x) destruction of property.

Crimen iniuria means the unlawful, intentional and serious violation of the dignity or privacy of another person.

Defamation means the unlawful and intentional publication of a matter concerning another, which tends to seriously injure his or her reputation.

Cyberbullying means bullying through the use of technology or any electronic communication, including, but not limited to, the transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to:

- (i) posting slurs or rumours or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane or sexually oriented material about a learner on a website or other online application;
- (ii) posting misleading or fake photographs or digital video footage of a learner on websites, or creating fake websites or social networking profiles in the guise of posing as the target;

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- (iii) impersonating or representing another learner through use of that other learner's electronic device or account to send e-mail, text messages and instant messages (IMs) or make phone calls;
- (iv) sending e-mail, text messages and IMs or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account or cellphone; and
- (v) using a camera phone or digital video camera to take and/or send embarrassing or 'sexting' photographs of other learners.

Electronic communication means any communication through an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager, which communication includes, but is not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Extortion means when a person unlawfully and intentionally obtains some advantage, which may be of either a patrimonial or non-patrimonial nature, from another by subjecting the latter to pressure, which induces him or her to hand over the advantage.

Harassment means directly or indirectly engaging in conduct that the perpetrator knows or ought to know:

- (i) causes harm or inspires the reasonable belief that harm may be caused to the complainant or a related person by unreasonably:
 - (a) following, watching, pursuing or accosting of the complainant or a related person, or loitering outside or near the building or place where the complainant or a related person resides, works, carries on business, studies or happens to be;
 - (b) engaging in verbal, electronic or any other communication aimed at the complainant or a related person, by any means, whether or not conversation ensues; or



(c) sending, delivering or causing the delivery of letters, telegrams, packages, facsimiles, electronic mail or other objects to the complainant or a related person, or leaving them where they will be found by, given to or brought to the attention of the complainant or a related person; or

(ii) amounts to sexual harassment of the complainant or a related person.

Retaliation means an act or gesture against a person for asserting or alleging an act of bullying. 'Retaliation' also includes reporting in good faith.

Sexting means sending and sharing nude or semi-nude photos or videos and/or sexually suggestive messages via mobile phone texting or instant messaging to and from other learners.

3. Application

3.1 This policy applies to any learner, educator and non-educator employed at the school as well as any visitor or volunteer who engages in conduct that constitutes bullying, cyberbullying or retaliation, all of whom have the responsibility to comply with this policy.

3.2 This policy applies to bullying that:

3.2.1 takes place at the school or on school grounds, meaning a school building; on property on which a school building or facility is located, and in/on property that is owned, leased or used by a school for a school-sponsored activity, function, programme, instruction or training, with 'school grounds' also including vehicles used for school-related transport;

3.2.2 takes place while learners are being transported to or from schools or school-sponsored events;

3.2.3 takes place at any school-sponsored event, activity, function, programme, instruction or training;

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3.2.4 takes place through the use of data, telephone, computer software or technology that is accessed through a computer, computer system or computer network of the school; or

3.2.5 takes place elsewhere, but only if the bullying also infringes on the rights of the learner at school, or if the school itself is in any way involved or implicated.

4. Prohibited activities or behaviour

4.1 The following behaviour is prohibited:

4.1.1 Bullying

4.1.2 Cyberbullying

4.1.3 Harassment

4.1.4 Retaliation against those reporting such defined behaviour

4.1.5 False accusations of bullying behaviour

4.1.6 Defamation of the school's good name

Any person who engages in any of these prohibited behaviour shall be subject to consequences.

4.2 With regard to cyberbullying, the following acts as well as harassment and sexting constitute criminal offences, and shall therefore also be regarded as misconduct in terms of the school's code of conduct:

- Crimen iniuria – Any act that violates the dignity of another person, which may also be committed by communicating to somebody else a message containing, expressly or implicitly, an invitation to, or a suggestion of, sexual immorality or impropriety, or by sending indecent photos.
- Defamation – Defamatory remarks in chat rooms, on social networking sites, or in e-mails, text messages or instant messages to third parties are some methods of committing cyberbullying.
- Extortion – Where a person intentionally and unlawfully threatens to electronically distribute information or compromising images about another person.

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5. Reporting

- 5.1 Bullying, suspected bullying or any other prohibited action mentioned under paragraph 4.1 above is reportable in person or in writing to school staff. Any person aware of any bullying, suspected bullying or any other prohibited action mentioned under paragraph 4.1 is required to report incidents to the school principal or other school staff designated by the principal.
- 5.2 If any person suspects or is told about a cyberbullying incident, follow the protocol outlined below:

Mobile phones

- Ask the pupil to show you the mobile phone in question.
- Note clearly everything on the screen relating to an inappropriate text message or image, including the date, time and names.
- Make a transcript of a spoken message, and again record the date, times and names.
- Instruct the pupil to save the message/image.
- Accompany the pupil to the principal or the person designated by the principal.

Computers

- Ask the pupil to pull up the material in question on the screen.
- Ask the pupil to save the material.
- Immediately make a printout of the offending material.
- Ensure that you have all the pages and information in the right order and that there are no omissions.
- Accompany the pupil, taking the offending material along, to the principal or the person designated by the principal.

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- Normal procedures to interview pupils and to take statements will then be followed.
- 5.3 Parents and other adults who are aware of incidents of bullying are encouraged to report this behaviour to a staff member.
- 5.4 All other members of the school community, including learners, parents/legal guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
- 5.5 Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. If it is determined that a learner has falsely accused another of bullying, such learner shall be subject to disciplinary consequences.
- 5.6 In terms of section 54 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007, any person who knows that a sexual offence has been committed against a child must report such knowledge immediately to a police official. Failure to report such information is an offence. Therefore, any person involved in sexting or sexual harassment, or who has knowledge of such acts, is obliged to report such knowledge.
- 5.7 In case of a violation of any provision prescribed in this policy, the disciplinary procedure as set out in part 3, section 2 to 5, of the school's code of conduct is to be followed.

Alternative disciplinary measures include, but are not limited to:

- (i) meeting with the learner and the learner's parents;
- (ii) reflective activities, such as requiring the learner to write an essay about the learner's misbehaviour;



- (iii) counselling;
- (iv) anger management;
- (v) health counselling or intervention;
- (vi) mental health counselling;
- (vii) participation in skills-building and dispute resolution activities, such as social-emotional cognitive skills building, dispute resolution circles and restorative conferencing;
- (viii) community service; and
- (ix) in-school detention or suspension, which may take place during lunchtime, after school or on weekends.

6. Policy amendments

The school governing body may from time to time amend, supplement, modify or alter this policy.

I hereby undertake to comply to the policy of Vaalpark Primary School about bullies.

Name of learner

Signature of learner

Signature of Parent/ Guardian

Date