

Laerskool Lorraine Primary School



PROSPECTUS



The school that cares

A hearty welcome to **LORRAINE PRIMARY SCHOOL**. We would like to invite you to share in all our activities.

One is partly defined through the institution to which you associate. By choosing Lorraine Primary School, it is our sincere wish that your association with our school will be a very happy one.

PRINCIPAL AND STAFF



CONTENTS:

1. OUR SCHOOL
2. SCHOOL BADGE AND MOTTO
3. OUR MISSION
4. OUR VISION
5. SCHOOL SONG
6. SCHOOL MANAGEMENT TEAM
7. IMPORTANT INFORMATION
8. ACADEMICS
9. TIMETABLE
10. GENERAL – ALL PARENTS / GUARDIANS
11. ACADEMIC SUPPORT CLASSES
12. PRIZE-GIVINGS
13. EXTRA-MURAL ACTIVITIES
14. SPORT
15. CULTURAL ACTIVITIES
16. SCHOOL MASCOT
17. SCHOOL UNIFORM
18. PARENTS / GUARDIANS / SCHOOL LIAISON
 - a. General
 - b. Support of Children
 - c. School Fees
19. THE TUCKSHOP
20. THE AFTERCARE
21. PHONE MESSAGES
22. DELIVERIES
23. ABSENTEEISM
24. LATE ARRIVAL OR EARLY DEPARTURE
25. ILLNESS AT SCHOOL
26. MEDICAL APPOINTMENTS
27. ENTREPRENEURS
28. GRADE R
29. KIEWIETJIE
30. SPORT RULES SHOULD SPORT BE CANCELLED
31. ILLNESS AND SPORT
32. SCHOOL RULES
 - a. Dress Code and Appearance
 - b. Behaviour
 - c. General
33. DISCIPLINE POLICY
 - a. Stakeholders
 - b. What we expect from our learners
 - c. Procedure of Friday and Saturday Detention
34. CODE OF CONDUCT
35. AERIAL VIEW OF THE SCHOOL
36. MAP OF THE SCHOOL



OUR SCHOOL

Lorraine Primary School is a parallel medium school which opened its doors in 1944 with Mr J.G. Kilian being the first principal. Mr D.R.D. van Rooyen was appointed in 1973 and retired in 1995. Mr C.R. van Schalkwyk, was appointed in January 1996 and retired at the end of 2013. Mr J.J. Harmse was appointed in June 2014 and retired at the end of March 2023.

Mr M. Pienaar joined the Lorraine Primary School team in November 2023.

SCHOOL BADGE AND MOTTO



A blue badge with a quill feather in a neutral colour placed on it in a slanting position from bottom left to top right. Superimposed on this and lying diagonally in the opposite direction is an orange band, edged with gold on which there are three noble eagles in flight.

The design of the school badge is derived from the coat of arms of the old Dukes of Lotharingen (Ducs de Lorraine), a province in France.

Our motto **PERSEVERA** means **Through Perseverance**.

OUR MISSION

The provision of an effective, efficient, service to our learners and Parents / Guardians in order to help our learners to develop to their full potential by means of an innovative and purposeful education which is aimed at all learners and which is relevant to their world.

Recognition of both Parents / Guardians and teacher as partners in the total educational process harmoniously and purposefully working as partners in education.

To establish a positive learning culture.

OUR VISION

A dynamic, effective, self-monitoring, innovative and well-driven school system which provides a well balanced, top quality, learner-centred education so that all learners develop to their optimum in order to prepare for a competitive society.



SCHOOL SONG

We're thankful for golden opportunities
That we receive here every day
We fear no dangers or adversities
Our souls will never stray
Thus we promise love and loyalty
To school and home and Lord
To Fatherland and heritage
We'll strive with one accord
May our school Lorraine for evermore be blest
That's the name Lorraine, the school that we love best

Author: Mr F. Labuschagne
Composer: Ms. ReINETTE Ferreira

SCHOOL MANAGEMENT TEAM:

PRINCIPAL:

Mr M Pienaar

DEPUTY PRINCIPALS:

Mrs M Martens
Mr S Botha

DEPARTMENTAL HEADS:

Mr M Allison
Mr A De Witt
Mrs L Gerber
Mr M Jacoby
Mrs C Lokotsch



IMPORTANT INFORMATION

LORRAINE PRIMARY SCHOOL

Meuse Avenue
Lorraine
Gqeberha
6070

Tel: 041 367 1115

e-mail: info@lorraineschool.co.za

web site: www.lorraineschool.co.za

SCHOOL TERMS 2025

TERM 1 15 JANUARY – 25 MARCH

TERM 2 8 APRIL – 27 JUNE

TERM 3 22 JULY – 3 OCTOBER

TERM 4 13 OCTOBER – 10 DECEMBER

DAILY TIME-TABLE

The school starts at 07:45 and closes as follows :

MONDAY TO THURSDAY	
Grade R	13:05
Grade 1 & 2	13:05
Jnr LSEN	13:05
Grade 3 – 7	14:05
Snr LSEN	14:05

FRIDAY	
Grade R – 3	12:45
Jnr LSEN	12:45
Grade 4 – 7	13:00
Snr LSEN	13:00

First break is from 10:00 - 10:20 and second break from 12:20 - 12:35.

Friday break will be from 10:00 – 10:30. There is no second break on a Friday.

BANKING DETAILS

Bank	:	ABSA
Branch	:	Newton Park
Branch Code	:	632005
Account name	:	Laerskool Lorraine Skoolfonds
Account number	:	1400 490 225
Reference	:	<i>Learner Name, Surname, Grade</i> <i>i.e. K Jones 3J</i>



ACADEMIC

At Lorraine Primary School, we follow the CAPS Curriculum. Below you can find the subjects that we offer at the school:

Junior Phase (Gr. 1 – 3)	Intermediate Phase (Gr. 4 – 6)	Senior Phase (Gr. 7)
English Home Language	English Home Language	English Home Language
Afrikaans First Additional Language	Afrikaans First Additional Language	Afrikaans First Additional Language
Mathematics	Mathematics	Mathematics
Life Skills	Natural Sciences & Technology	Natural Sciences
	Social Sciences	Technology
	Life Skills	Social Sciences
		Economic and Management Sciences
		Creative Arts
		Life Orientation

TIMETABLE

The timetable runs on a 5-day cycle.
Grade 4 – 7

LAERSKOOL LORRAINE PRIMARY SCHOOL TIMETABLE

Time	Monday	Tuesday	Wednesday	Thursday	Time	Friday
07:45 08:00	Admin	Admin	Admin	Admin	07:45 08:00	Admin
08:00 08:30	INTERSEN ASSEMBLY	FOUNDATION PHASE ASSEMBLY			08:00 08:30	
08:30 09:00					08:30 09:00	
09:00 09:30					09:00 09:30	
09:30 10:00					09:30 10:00	
10:00 10:20	FIRST BREAK				10:00 10:30	BREAK
10:20 10:50					10:30 11:00	
10:50 11:20					11:00 11:30	
11:20 11:50					11:30 12:00	
11:50 12:20					12:00 12:30	
12:20 12:35	SECOND BREAK				12:30 13:00	
12:35 13:05						
13:05 13:35						
13:35 14:05						



GENERAL

ALL PARENTS / GUARDIANS

D6 Connect (In Process)

This communication platform will be used to communicate with Parents / Guardians. Please ensure contact details are in place and updated on a regular basis.

Intersen and Senior Phase

1. Examinations are held in June and November.
2. A Test Series is held in March and September of each year.
3. Learners must have the necessary stationery for tests and exams.
No borrowing is allowed.
4. **Cheating during exams or tests is regarded as a form of serious misconduct. It is also an offence to be caught with notes in one's possession.**
5. Every learner must have a homework diary. Work is entered for the day. Parents / Guardians are requested to check these on a daily basis.
6. Textbooks will be allocated to your child. A non-refundable textbook fee of R250 is payable at the Finance Office by 1 February. Please ensure you meet the deadline for payment. Lost / damaged textbooks will result in you having to pay a replacement fee.

ACADEMIC SUPPORT CLASSES

- Subject didactic aid
- School counsellor
- Occupational and Speech therapists visit the school (Private)

PRIZE GIVINGS

REQUIREMENT FOR ACADEMIC PRIZES AND AWARDS: TERM 1 - 3

SUBJECT	GR. 4	GR. 5	GR. 6	GR. 7
Home Language	249	249	249	225
First Additional Language	243	243	243	225
Mathematics	249	249	249	225
NS Technology / Natural Sciences	255	255	255	225
Sosial Sciences	255	255	255	240
Life Skills/Life Orientation	255	255	255	255
Economic and Management Sciences				240
Technology				255
Creative Arts				225
Academic Scroll	1530	1485	1440	2092.5

EXTRA-MURAL ACTIVITIES

Lorraine Primary School believes that education extends beyond the academic curriculum, and an emphasis is placed on extra-curricular activities organised by the school.



SPORT

All learners are expected to participate in at least one summer sport and one winter sport each term unless they are medically unfit. In this case, a doctor's certificate must be submitted to the Head of Sport.

Sport practices start at 14:30. A sports time-table is handed out to learners at the beginning of the summer season and again at the start of the winter season.

The following sports are offered by the school:

BOYS	GIRLS
Athletics	Athletics
Biathlon	Biathlon
Chess	Chess
Cricket	Cross Country
Cross Country	Cycling
Cycling	Golf
Golf	Hockey
Hockey	Majorettes
Mini-Cricket (Gr. R – 3)	Mini-Hockey (Gr. R – 3)
Mini-Hockey (Gr. R – 3)	Mini-Tennis (Gr. R – 3)
Mini-Tennis (Gr. R – 3)	Netball
Rugby	Swimming
Swimming	Tennis
Tennis	

Professional coaching in certain sports is also available.

Recognition and scrolls are awarded to learners who earn Provincial and National Colours.

CULTURAL ACTIVITIES

Junior Choir
Art Club
Spelling Bee
Kiewietjie

Senior Choir
Orators
Debating
Guitar

Wind Band
Arts Festivals
Orff Ensemble

Individual tuition in piano, recorder, flute, clarinet, brass, guitar / voice and percussion instruments are given.



SCHOOL MASCOT

Thunder, our School Mascot.



The school that cares

SCHOOL UNIFORM

Suppliers:

The School Shop

The school shop is at the Lorraine Pavilion

Schultz Outfitters, West Street, Newton Park

Birch's, 2nd Avenue, Newton Park

School Shop Times:

Mondays & Wednesdays 14:30 – 16:00

Tuesday & Thursday 07:30 – 09:00

Last Saturday of each month 08:00 – 12:00

Boys

Summer (Term 1 and 4)

White short sleeved shirt with badge

(Pocket badge available at the school shop)

Grey long or short pants

Grey Lorraine school socks

Black school shoes

Lorraine school blazer

Lorraine school jersey

Winter (Term 3 and 4)

White long sleeved shirt

School tie

Grey long or short pants

Lorraine school socks

Black school shoes

Lorraine school blazer

Lorraine school jersey

Phys. Ed.

Lorraine sports shirt

Blue shorts

Lorraine Tracksuit

Girls

Lorraine school dress

Black shoes

White socks

Lorraine school blazer

Lorraine school cardigan

Lorraine school dress

Black shoes

School blazer

School jersey

Grey Lorraine school socks
or grey tights

Lorraine sports shirt

Blue skorts / shorts

Lorraine Tracksuit

The school blazer is a compulsory clothing item that must be worn at Assemblies, Prize-givings and Photo Days.

EVERY ITEM OF CLOTHING AND ALL OTHER PROPERTY BROUGHT TO SCHOOL (WRIST WATCHES, SPORTS EQUIPMENT, SPORTS' BAGS) MUST BE CLEARLY MARKED WITH THE OWNER'S NAME

Parents / Guardians/guardians are to ensure that their child/ren are correctly dressed as detailed above when attending school.



PARENTS / GUARDIANS / SCHOOL LIAISON

GENERAL

The Principal, Deputy Principals, Counsellor, Grade Heads and Teachers are available for interviewing a Parent / Guardian, by appointment, which can be made through the secretary in this regard.

Each Grade has a Grade Head and Deputy Grade Head in charge of the Grade. They are responsible for the welfare and discipline of learners in their grade.

Should you have any queries, or would like to discuss matters relating to your child, you are welcome to make an appointment with the Grade Head.

SUPPORT OF CHILDREN

Every child thrives on Parents / Guardians support and involvement in the school. We encourage Parents / Guardians to:

- support all sporting and cultural activities in which their children are involved,
- attend meetings, vote for committees and make themselves available for election to committees,
- attend Governing Body elections to ensure that the Governing Body is representative of the Parents / Guardians and is the best available,
- offer to help wherever possible.
- school Counsellor – Mrs E Gerber
Mrs Gerber is available by appointment.

SCHOOL FEES

These are determined each year by the Governing Body after a meeting at which Parents / Guardians approve the budget. They are essential for the funding of the school so that the learners can get the most out of their schooling. Parents / Guardians with financial difficulties must contact the Finance Office **before** the account goes into arrears. This information will be treated in the strictest confidence. The budget meeting usually takes place in November of each year.

THE TUCKSHOP

Menus and prices are supplied by the vendor.

THE AFTERCARE

There is an Aftercare situated on the school premises where Gr. 4 to 7 learners can complete their homework in the study area. The Foundation Phase (Gr. 1 – 3) learners do homework under the supervision of the Aftercare ladies. The centre is open Monday to Fridays from 13:00 - 17:30.

Applications can be completed at the Aftercare or the Finance Office.

Contact Details:

071 122 1425



PHONE MESSAGES

An appeal is made to Parents / Guardians **NOT** to phone the school office with messages for their children, unless the matter is extremely urgent. No intercom messages are allowed for this purpose unless authorised by the Principal in exceptional cases.

Uber: We cannot be responsible for conveying messages with regards to Uber Collections. The onus is on the Parents / Guardians.

DELIVERIES

Only food deliveries will be accepted by no later than 09:45 daily. Deliveries of any other kind will **NOT** be accepted.

ABSENTEEISM

- This must be kept to a minimum.
- Please email the Class Teacher & Grade Head to inform him / her of your child's absence either before or on the day of absence. Include your child's name, class and reason for absence. A learner who has been absent should catch up missed work as soon as possible.
- A medical certificate is required after 3 days of illness and if any exam is missed due to illness.
- All learners are expected, and required by law, to attend school until the last official school day of each term.
- The school is under obligation to inform the Department of Education if a child is absent continuously.

LATE ARRIVAL OR EARLY DEPARTURE

Learners may not be given official permission to leave before the end of the term or to return after the start of a term.

Learners who need to miss school for provincial or similar sporting events must please inform the school timeously, in writing accompanied by the official letter of the Institution / Provincial / National Body.

Any learner arriving at school after the official starting time or leaving before the official time must report to the secretary's office and the register must be completed by the Parents / Guardians. **NO** learner will be dismissed without official correspondence from their Parents / Guardians.

ILLNESS AT SCHOOL

If a learner becomes ill at school, the Principal or Deputy Principal will give permission for the school secretary to contact the Parents / Guardians to fetch the child.

Learners who go home ill during the day may not attend sport in the afternoon. Learners absent on Fridays may not participate in school matches or Derby fixtures over the weekend.



If a learner suffers from a particular allergy, or medical problem, the school should be informed.

A sick learner will not allowed to go home unless their Parents / Guardians is notified.

Learners may **NOT** phone Parents / Guardians themselves – the Secretary must contact the Parents / Guardians when necessary.

Parents / Guardians are to sign out learners on the clipboard at the Secretary's office. If the Parents / Guardians is unable to fetch the learner, it is the parent /guardian's responsibility to supply the school with a name, surname and contact details of the person who is authorised to fetch your child. Your child's safety is of paramount importance to us.

MEDICAL APPOINTMENTS

Only very urgent medical or dental appointments should be made during school hours.

ROBOTICS

At our school, the Coding and Robotics Programme is designed to equip our learners with essential 21st-century skills. Aligned with the CAPS Curriculum and hosted in our modern Media and Robotics Centre, we offer a progressive learning experience focusing on foundational coding, computational thinking, problem-solving, pattern recognition and sequencing. In the Foundation Phase, we emphasize on unplugged coding activities to build critical thinking and problem-solving skills without relying on devices. As our learners advance to higher grades, we begin incorporating technology, allowing them hands-on experience with coding tools and digital problem-solving. Our school is also equipped with a 3D printer, giving our learners hands-on experience with innovative design and manufacturing technology. Our curriculum emphasizes creativity, collaboration, and adaptability, preparing our learners for the 4th industrial revolution. By focusing on these core skills, we ensure our learners are not only digitally literate but also capable of innovation and thriving in an ever-evolving world.

COMPUTER CENTRE

Our computer classes are designed to familiarise learners with foundational knowledge of computer usage, focusing on basic components of a computer, essential e-safety practices, and introductory Reading and Mathematics programmes. These early skills lay a solid groundwork, ensuring that our learners are comfortable with technology and prepared for more advanced courses like Computer Applications and Technology in high school. Through this curriculum, we empower our learners with confidence in using computers responsibly and effectively, setting them up for future academic success and practical digital competence.



ENTREPRENEURS

Membership is open for any Grade 5 - 7 pupils. Market days are held for special occasions e.g. Mother's Day. The aim is to teach the members of the club to work for themselves, to earn their own money, to save money and to be creative. They also learn to deal with success and failure.

GRADE R

A thoroughly planned daily routine is followed. It includes a morning bell ring and a discussion about the theme of the week, creative activities, music, movement and free play is held. Pupils regularly go on theme correlated excursions. Pupils are continually led to master the skills necessary for Grade 1.

KIEWIETJIE

Our school newspaper, "The Kiewietjie" whose editorial comprises of teachers, appears annually. It contains a selection of photographs with an overview of school activities and happenings.

SPORT – PROCEDURES SHOULD SPORT BE CANCELLED

Communication from the Coach to the Parents / Guardians will take place via WhatsApp / D6 Connect Communication Platform. Should sport be cancelled, learners will be in the care of the Coach until collected.

A decision to cancel sport will be taken during the course of the day. Foundation Phase parents / guardians will be notified by 12:00.

Intersen Phase parents /guardians will be notified by 13:00.

SCHOOL RULES

Discipline is essential for the general well-being and tone of the school and for the protection of each individual. Every learner must remember that he/she is a member of the school in public and in private. All learners are expected to behave in a responsible, tolerant, courteous and sensible manner. Any action that is discourteous, dishonest or destructive or that can have a bad effect on the reputation of Lorraine Primary School will be regarded as an offence. Each learner is subject to and must abide by the set of school rules. It is imperative that in this regard we have the wholehearted support and co-operation of a Parent / Guardian, both in the general interests of the school and, more particularly , in their own child's interests .

School rules apply while learners are on the school property, if they are in school uniform away from school and when learners are representing the school, whether home or away.



1. **Dress Code and Appearance**

- 1.1 School uniform Consult Prospectus
- 1.2 Sports uniform As defined by the sporting code

Appearance

BOYS

- Neatness inspections are held at the beginning of each term and during Assembly. Learners are expected to adhere to the school neatness policy at all times.
- Hair must always be tidy and well-groomed, it may not touch the collar or hang over the ears or eyebrows.
THE HAIR-STYLE MUST NOT ATTRACT ATTENTION IN ANY WAY.
NO HIGHLIGHTS ARE ALLOWED.
Boys may not wear any jewellery other than wrist watches and medic-alert bracelets.
- Shoes must be polished and fastened with decent laces.
- Belts with fancy buckles are not allowed.
- No earrings are allowed.
- **No sunglasses** may be worn with any Lorraine Primary School uniform, unless medically motivated.
- Trousers must be regular fit and may not be altered into slim fit.
- No make-up is permitted.
- Finger nails must be neatly cut and not longer than the finger tip.
- Tracksuits are not part of the formal school uniform.
- On the day that learners have Physical Education, the correct Phys. Ed. attire is to be worn.

GIRLS

- Neatness inspections are held at the beginning of each term and during Assembly. Learners are expected to adhere to the school neatness policy at all time.
- Girls' dresses should be of an acceptable length.
(must not be shorter than 3 fingers above the knee).
- Hair must always be neat and well groomed and not draw undue attention.
- On "Civvie Days", the girls who have long hair must ensure that it is tied up. Tops must cover their stomachs.
- Hair which reaches the collar must be tied up.
- Fringes may not touch the eyebrow, and hair which hangs in the face must be clipped back.
- All hair accessories must be royal blue. (Alice Bands and elastics are available from the school shop).
- Learners may not change the colour of their hair during their schooling at Lorraine Primary School.
- No visible highlights are allowed.



GIRLS CONTINUE

- Braids may be only one colour and must be tied up.
- No jewellery is permitted except wrist watches (not costume jewellery watches) which must be of an acceptable size, medic-alert bracelets and only wear ONE pair of small sleepers or studs (gold or silver). (Lower lobe).
- No studs with precious stones are allowed.
- No nail polish or make-up is permitted.
- Nails may not be longer than the fingertips.
- **No sunglasses** may be worn with any Lorraine Primary School uniform, unless medically motivated.
- No visible t-shirts/spencers are allowed under the uniform

2. Behaviour

2.1 Lines, passages and school buildings

- 2.1.1 First bell - move to lines
Second bell - no talking
- 2.1.2 Learners must arrive at school on time and must attend school for the whole of the prescribed school day. Learners must always walk in straight lines.
- 2.1.3 Learners may neither run in the school building nor run up or down the stairs.
- 2.1.4 No learner may go into the hall without the presence of a teacher.
- 2.1.5 **No learner may use the front entrance unless accompanied by a Parents / Guardians or teacher.**
- 2.1.6 Learners must stand back at doors for adults.
- 2.1.7 Learners are to stand to greet teachers and visitors to our school.
- 2.1.8 No learner is allowed in the passage during teaching time without the permission of a teacher.

2.2 School grounds

- The following are prohibited:
- 2.2.1 Climbing trees and walls.
- 2.2.2 Littering.
- 2.2.3 Climbing over/under fences or gates.
- 2.2.4 Riding bicycles or skateboarding.
- 2.2.5 Playing in between the cars.
- 2.2.6 Dangerous games (no hard balls / bats / hockey sticks).
- 2.2.7 No learners are allowed on the school grounds over weekends or during holidays.
- 2.2.8 No learners are permitted to leave the school grounds without permission.
- 2.2.9 No playing on Grade R apparatus by any learners from Gr. 1 - 7.
- 2.2.10 No school shoes to be worn on tennis/netball courts.
- 2.2.11 The swimming pool area is prohibited without adult supervision.
- 2.2.12 No playing in the Gr. 1 playground by Grade 2 – 7 learners.



- 2.2.13 No playing before or after school on the Gr. 1 apparatus (Jungle Gym).
- 2.2.14 Learners MUST stay in their designated play areas before school and during breaks.

3. General

- 3.1 **No cellphones or electronic technology is allowed at school, even if they are switched off.**
- 3.2 Toys, animals etc. must not be brought to school.
- 3.3 Dishonesty in any form will not be tolerated.
- 3.4 Smoking, alcohol and drugs are prohibited (Smoking vapes etc).
- 3.5 Cheek (insolence), arrogance or discourtesy towards administrative staff, teachers or school leaders will not be tolerated.
- 3.6 Chewing gum is forbidden.
- 3.7 Dirty or bad language is not permitted.
- 3.8 Fighting and bullying are all seen as very serious offences.
- 3.9 The tracksuit top is NOT part of the school uniform and under NO circumstances may it replace the school blazer or jersey.
EP Representatives may wear EP clothing on the last Friday of a month.
- 3.10 Running/sports shoes are NOT part of the school uniform and under NO circumstances may they be worn together with the school uniform.
- 3.11 Every learner shall participate in the educational programme as prescribed by the Education Department unless exemption has been granted by the Principal.
- 3.12 Every learner is expected to take part in a summer and a winter sport.
- 3.13 No learner may be in the school building or in a classroom before school, during break or after school, unless at a teacher/Prefect supervised activity.
- 3.14 The administration area, staff room, staff workroom, photocopying room and reception offices are out of bounds to all learners.
- 3.15 No learner may be absent from class for any reason without permission from a teacher.
- 3.16 The full school uniform is to be worn at all functions if the learner is attending in a supportive role e.g. Music Evening, Saturday Derby Days.



DISCIPLINE POLICY

The following legislation supports this Discipline Policy:

- The Constitution of the Republic of South Africa, Act 108 of 1996
- The South African Schools Act 84 of 1996 (and subsequent revisions thereof)

Preamble:

At Lorraine Primary School, we believe that learners can't be well educated without discipline. School discipline refers to the rules and strategies applied in school to manage the learner's behaviour and help them learn to take better care of themselves, other people, and the world around them. It is important for growth and success and will eventually determine who they become.

We strive to make the focus of our discipline positive and encouraging. Consistency and structure allow boundaries and expectations to be set, which provides the learners with a sense of safety. School safety plays a crucial role in a learner's emotional development and academic success.

When boundaries are crossed, a consequence is a constructive way to teach or modify a learner's behaviour. It's a chance for personal reflection and a chance to learn from their mistakes.

Our approach to dealing with transgressions of behaviour is informed by the following extract:

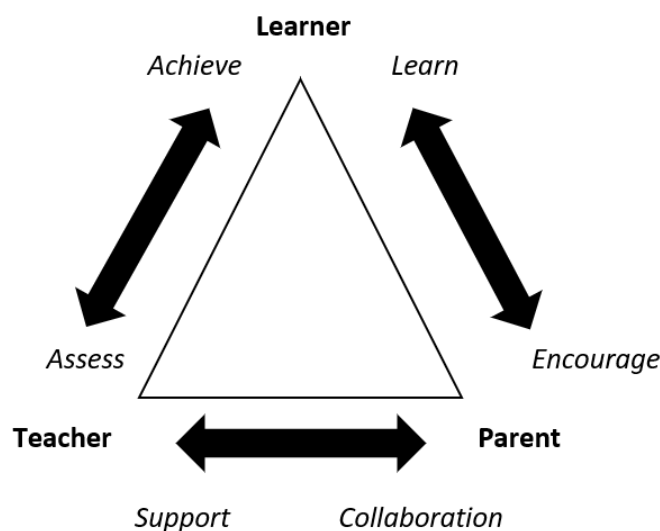
"People often see 'discipline' as the same thing as 'punishment'. They are not. Discipline actually refers to the practice of teaching or training a person to obey rules or a code of behaviour in the short and long term. While punishment is meant to control children's behaviour, discipline is meant to develop their behaviour. It is meant to teach children self-control and confidence by focusing on what they are capable of learning. The ultimate goal of discipline is for children to understand their own behaviour, take initiative, be responsible for their choices, and respect themselves and others."
(Positive Discipline and Classroom Management, Centre for Justice and Crime Prevention & SA Dept of Basic Education 2012)

Stake holders:

A disciplined school is based on the positive relationships between teachers, learners and parents.

- Teachers – Our teachers are the key persons in our education system, and it is their role as a class manager to create a well-organised environment where optimal learning can take place and where every child is cared for.
- Learners – As part of the Lorraine family, our learners (Grade 1 -7) are expected to adhere faithfully to our school's discipline code. Should they fail to do so, it will be expected that they accept the consequences of their choices and learn from the experience.
- Parents – As primary caregivers, they are co-responsible for discipline at school. Discipline starts at home and parents should teach discipline from home by being positive role models. We encourage you to partner with the school regarding the implementation/execution of the discipline policy and to engage with your children in open/effective communication regarding the issues relating to discipline at school.





We expect our learners to be:

- Caring - by being kind and displaying concern for others.
- Courteous - by always showing good manners to staff, parents, peers and guests at our school.
- Respectful - by caring for others' well-being and demonstrating kindness. We respect ourselves, the staff, parents, guests to our school, school property and the environment.
- Kind - by being polite and caring towards others.
- Responsible - by completing all homework tasks and adhering to due dates for assignments, being prepared for classes/extra-mural activities and looking after their personal belongings.
- Honest - by telling the truth in all situations and by not cheating and stealing.
- Self-controlled - by managing their action, words, feelings and emotions.
- Compassionate - by showing genuine interest in others, to practice mindfulness and not be judgmental.
- Be an ambassador - by upholding the values of Lorraine Primary and by setting an example for others, on and off the school property.



LORRAINE PRIMARY DISCIPLINE SYSTEM

REWARD SYSTEM	
<ul style="list-style-type: none"> • 40 points - Blue Badge • 80 points - Bronze Badge • 120 points - Silver Badge • 160 points - Gold Badge • 170 points - Merit 2025 Badge 	
REWARD CRITERIA	
<p>Academic Performance</p> <ul style="list-style-type: none"> • Consistently completing homework and assignments on time. • Showing improvement in tests and assessments. • Demonstrating critical thinking and problem-solving skills. • Producing high-quality projects, essays, or research work. • Actively participating in class discussions. <p>Effort and Work Ethic</p> <ul style="list-style-type: none"> • Displaying perseverance in challenging tasks. • Going beyond the required work in assignments or projects. • Seeking help and showing willingness to learn from mistakes. • Demonstrating creativity in tasks and presentations. <p>Behaviour and Attitude</p> <ul style="list-style-type: none"> • Showing respect to teachers and classmates. • Displaying kindness and helpfulness towards peers. • Demonstrating leadership skills in group activities. • Following school rules and maintaining discipline. • Taking initiative in classroom activities. <p>Participation and Engagement</p> <ul style="list-style-type: none"> • Volunteering to help with classroom tasks. • Actively engaging in extracurricular activities. • Representing the school in academic, cultural, or sports events. • Contributing positively to class discussions. 	<p>Collaboration and Teamwork</p> <ul style="list-style-type: none"> • Working effectively in group projects. • Encouraging and supporting peers. • Resolving conflicts in a mature manner. • Demonstrating responsibility in shared tasks. <p>Responsibility and Accountability</p> <ul style="list-style-type: none"> • Being punctual and prepared for class. • Taking ownership of mistakes and learning from them. • Submitting work with care and attention to detail. • Taking care of classroom resources and school property. <p>Neat Appearance and Personal Presentation</p> <ul style="list-style-type: none"> • Wearing the correct school uniform neatly and with pride. • Keeping hair, nails, and overall grooming tidy and appropriate. • Maintaining a clean and organized workspace (desk, locker/ or bag). • Presenting neat and legible handwriting in written work.



DEMERIT SYSTEM	
Category 1	1 demerit. After 3 Category 1 demerits, your child will attend a Friday detention. Their 4 th Category 1 detention will lead to a Saturday two-hour detention and a written warning.
Category 2	20 demerits. Your child will immediately receive two consecutive Friday detentions. Two Category 2 offences will lead to a Saturday two-hour detention and a written warning.
Category 3	40 demerits. Your child will receive a final written warning from the principal that both the pupil and parent/guardian must sign. Parents/Guardians will be expected to attend a meeting with the principal. The pupil may have to appear at a Formal School Governing Body Disciplinary Hearing where the appropriate sanctions will be imposed.
CODE	CATEGORY 1 – Description
1	Tardiness or absenteeism without valid reason.
2	Failure to complete homework or assignments.
3	Books, stationery, etc. left at home/locker.
4	Not returning items that belong to the school (e.g. books, instruments, trophies, equipment).
5	Disruption of classroom activities (e.g. talking out of turn, playing with items).
6	Not wearing the prescribed school uniform or wearing it incorrectly.
7	Not completing work in class.
8	Teasing peers.
9	Eating, drinking or chewing gum in prohibited areas or at prohibited times.
10	Bringing non-educational items to school without permission (e.g. toys, gadgets)
11	Loitering in passages/areas that are out of bounds.
12	Littering.
13	Poor personal appearance (e.g. hair, nails)
CODE	CATEGORY 2 – Description
14	Defiance of authority or refusal to follow instructions / insubordination.
15	Dishonesty.
16	Spitting or pea shooting.
17	Dyed hair/applying high/low lights/extreme or unconventional hairstyles.
18	Verbal/physical/online bullying or harassment.
19	Possession or use of a cell phone or electronic devices without permission during school hours.
20	Spreading false rumours or gossip that disrupts school harmony or created adversity.
21	Use of inappropriate language (e.g. swearing)
22	Improper conduct after school or bad sportsmanship.
23	Disrespectful behaviour towards staff or visitors to the school.
24	Continuous disruption of classroom activities that prevents teaching pupils and learning from taking place.
25	Accessing pool area or use of the pool without the permission of a staff member.
26	Attending school event / match on Saturday after being absent on Friday.



CODE	CATEGORY 3 – Description
27	Physical assault of a learner, employee, or other person related to the school, with the intention to cause grievous bodily harm, or the imminent threat to commit such an act, while on school premises or during any activity, or in any circumstance that could reasonably be connected to the school.
28	Any form of harassment, including sexual harassment of a learner, employee or other person related to the school, including via electronic and social media.
29	Repeated offences related to bullying or the imminent threat to commit such an act.
30	Misuse of school property or minor vandalism (e.g. scribbling on desks/doors, breaking school property)
31	Physical aggression or fighting.
32	The illegal possession of a drug or liquor.
33	The repeated disruption of the school programme, or imminent threat to commit such an act.
34	Serious transgressions related to any test, examination or examination paper.
35	Fraud.
36	Theft or any dishonest act to the prejudice of another person.
37	The possession of a dangerous object / weapon while on school premises, or during any school activity, or in any circumstances that could reasonably be connected to the school.
38	The possession or distribution of pornographic material.
39	Engaging in sexual activity or committing an act of sexual assault, or imminent threat to commit such an act while on school premises or during any school activity.
40	Any other serious act contemplated in Schedule 1 of the Criminal Procedure Act that prejudices the constitutional rights of learners, employees or other persons related to the school.
41	Criminal behaviour (e.g. theft, vandalism, assault).
42	Not attending class or detention without a valid reason.
43	Acts of discrimination, hate speech or racism.
44	Bringing the school into disrepute through actions inside or outside school.
45	Disrespectful or objectionable conduct and/or verbal abuse directed at members of staff, learners or visitors.
46	Outright defiance of lawful requests or instructions issued by persons in authority.
47	Any criminal behaviour/offence as outlined in South African law.



Definitions:

Please take note of the following definitions:

1. Drug
 - (a) Any intoxicating or stupefying substance that has a psychological or physiological effect;
 - (b) Any substance that has the effect contemplated in paragraph (a) and that is possessed contrary to the code of conduct of the school or contrary to the law of the Republic;
 - (c) Any substance, the possession of which, or dealing in which, is prohibited without a medical prescription or legal authorization; or
 - (d) Any performance-enhancing drug, prohibited performance-enhancing substance, dependance-producing substance, undesirable dependence-producing substance, dangerous dependence-producing substance, unlawful substance, prohibited substance, illicit substance, illicit drug, or scheduled substance.
2. Liquor
 - (a) Means liquor as defined in Section 1 of the Liquor Act, 2003 (Act No. 59 of 2003)
3. Grievous bodily harm
 - (a) Serious physical injury inflicted on a person by the deliberate action of another.

Appeal Process:

Learners and parents/guardians may appeal disciplinary decisions in writing to the School Governing Body within five working days of the decision.

Application for Deviation from School Code of Conduct:

A learner or parent of a learner, may apply to the Governing Body for exemption of that learner from complying with certain provisions of the Code of Conduct on account of, but not limited to, the following circumstances that a learner may bring to the attention of the principal or Governing Body of the school:

- (i) Cultural beliefs;
- (ii) religious observances; and
- (iii) medical grounds.

On receiving an application, the school Governing Body will communicate its decision to the learner, or the parent of the learner, as the case may be, within 14 days after receiving the application, and will in the case of refusal provide written reasons for the refusal.

A learner, or parent of a learner, who has been refused exemption, may within 14 days of receiving the notice of the decision, appeal to the Provincial Head of Department against the decision of the Governing Body, and the Provincial Head of Department must, after considering the reasons for the appeal and the reasons for the refusal by the Governing Body, communicate his or her decision to the learner or parent of the learner, as the case may be, and to the Governing Body, within 14 days after receiving the appeal, and must provide written reasons for his or her decision.



Corporal Punishment:

Lorraine Primary has a zero-tolerance policy regarding corporal punishment. Corporal punishment refers to any deliberate act against a child that inflicts pain or physical discomfort, but is not limited to:

- (a) hitting, smacking, slapping, pinching or scratching with the hand or any object;
- (b) kicking, shaking, throwing objects at, burning, scalding, biting, pulling hair, boxing ears, pulling or pushing children;
- (c) forcing children to stay in uncomfortable positions, forced ingestion, washing children's mouths out with soap, denying meals, heat and shelter, forcing a child to do exercises which are not in accordance with the curriculum applicable to the learner or denying or restriction of a child's use of the toilet; and
- (d) any acts which seek to belittle, humiliate, threaten, induce fear or ridicule the dignity and person of the learner.

Any suspected acts of corporal punishment must be reported to the principal of the school immediately.

Search and Seizure of Unauthorized Objects/Substances

The principal or his or her delegate may, at random, search a learner or any group of learners, or the property of a learner or group of learners, for any liquor, dangerous object or drug, if a fair and reasonable suspicion has been established-

- (a) that liquor, a dangerous object or drug may be found on school premises or during a school activity; or
- (b) that one or more learners on school premises or during or at a school activity is in possession of liquor, dangerous objects or drugs.

Initiation:

A person may not conduct or participate in any initiation practices against a learner at a school, during a school activity, or in a hostel accommodating learners of a school.

Procedure of a Friday and Saturday detention:

Friday detention

- Detention will take place from 13:00 – 14:00.
- The venue will be communicated via the detention letter.
- Learners will be given work to do by their teacher or the teacher on duty.
- If the learner fails to attend the Friday detention without a valid reason, he/she will receive a Category 2 demerit and an additional Friday detention.
- Detention must first be honoured on a Friday before the learner is permitted to participate in any co-curricular activity / match. Failure to attend detention will have the learner forfeit their place in the team and will not be eligible for selection the following week.

Saturday detention

- Detention will take place from 08:00 – 10:00.
- The venue will be communicated via the detention letter.
- Learners will be given work to do by their teacher or the teacher on duty.
- If you fail to attend a Saturday detention without a valid reason, you will receive a written warning and another 2 Saturday detentions. In the case where a learner is ill, a doctor's certificate should be provided. This is compulsory.



Take note:

- A Saturday detention supersedes and takes president over ALL other school activities. This means that the learner will forfeit their position in any school event or sports' team, irrespective of which team they represent, and honour their Saturday detention. Upon their return to the sport the following week, they will be benched for their team after they have represented the lower team first - e.g. the u/13A flanker receives a Saturday detention - he misses out on the Saturday on which he attends the detention. The following week he practices with the u/13B team and plays for them that week. He may, after the B team match, bench for the A-team.
- Any learner absent from school on a Friday may NOT participate in any sport whatsoever on the Saturday. Failure to adhere to the above will result in a Category 2 offence.

Application of the Discipline Policy:

The contents of this policy and the consequences referred to herein are applicable in the following circumstances:

- on school property prior to, during, and after school hours.
- at all official school events, both within and outside regular school hours.
- at all official school events being held at venues other than the school.
- at all times when the pupil is dressed in the official school uniform and is recognizable as such, both within the school property or in public view outside of the school.
- during any activity, or in any circumstance that could reasonably be connected to the school.



Mr M. Pienaar
PRINCIPAL
6 May 2025



Mr H. Deysel
CHAIRMAN GOVERNING BODY

