

## CODE OF CONDUCT

### ***Preamble***

The School believes that the only discipline of real significance is that which the individual imposes upon himself. This Code of Conduct aims to make each boy aware of the value of self-control, order and the need to cultivate a sense of responsibility for his own conduct and for the larger community of which he is a part.

The most important rule is that every boy should be thoughtful, considerate of others and use his common sense, in accordance with the school Philosophy and Mission, and where written rules do not cover specific events or actions.

This Code is written based upon the principles contained in the School Philosophy and Mission and must be read in conjunction with these two documents.

### ***Boys High Values: "Tis here we learn to live"***

While many of the values we choose to live by as a school are evident from the Philosophy and Mission, the following four values are considered to be the core values of the School:

- Honour**      The quality of knowing and doing what is morally right including taking responsibility and owning up when asked to. People of honour are held in high esteem by the community as those who can be trusted to do what is right, despite peer and social pressures. Honour relates more to how other people perceive you.
- Integrity**    Having strong moral principles that are consistently lived under all circumstances. People of integrity are honest and righteous, having an unwavering moral compass. Integrity is purely a personal quality and has to do with personal beliefs rather than perceptions of others.
- Loyalty**      Being supportive and true to the school, what it stands for and to those in the school community. Recognising faults and constructively criticising does not imply disloyalty. Blind allegiance is discouraged but devotion, emotional attachment and a sense of belonging is nurtured.
- Respect**      Having exceptionally good manners, so much so that this is commented upon by the school community, visitors to the school and the general public. Acting in a manner that is respectful to all, with consideration for others and their points of view. This includes respect for self, others, the school, the environment and those in authority.

## **A: General**

1. Always be courteous and friendly. Greet everyone you see (teachers, cleaning staff, visitors and strangers) with a sincere greeting. "Good morning Ma'am" is considered more acceptable than a simple "Ma'am". Address all adults as "Sir" or "Ma'am".
2. Be helpful and kind to strangers and members of the school community, treating others as you would like to be treated.
3. Offer to assist any adult with directions or with any load they may be carrying. If needs be, accompany them to their destination.
4. Always stand up when talking to adults and when adults walk past.
5. Always remove headgear when greeting or talking to adults. Dip headgear first when greeting.
6. Do not put your hands in your pockets or stand in a slovenly manner. No slouching against walls or buildings is permitted.
7. Do not chew gum at any stage while in uniform or while representing the school.
8. Do not eat or drink in class, assembly or between lessons. Food may only be consumed before school, during breaks or after school. Food and drink may not be consumed in any of the school buildings with the obvious exception of the dining hall and tuckshop.
9. No running is permitted in the buildings.
10. No ball games are permitted in front of the school, in corridors, quadrangles, around the fish pond, tuckshop or in any other area near to where vehicles are parked or there is a high concentration of people.
11. Playing with water (ie hoses, water bombs etc) is prohibited.
12. Bullying of any kind, whether physical, emotional, verbal or cyber is a serious offence and will not be tolerated.
13. No boy may attempt to borrow items or money from another boy unless explicit permission has been given. Senior boys may not borrow items or money from junior boys.
14. Respect for diversity of all forms (gender, race, religion, social status etc) is strongly encouraged. Any form of disrespect, discrimination or stigmatisation will be severely dealt with.
15. The use of bad language, loutish or anti-social behaviour is not permitted.
16. Any posts on social media platforms that harm others or the good name of the school are not permitted and may be dealt with as part of the school disciplinary process, irrespective of whether the post was made in a boy's personal capacity or not.
17. No banned substances (drugs, alcohol, performance-enhancing substances etc) may be carried, consumed, traded, procured or shared on the school premises, in school uniform or while representing the school.
18. No smoking of cigarettes, e-cigarettes, "hubbly" or any other similar product is permitted while on school property, in school uniform or while engaged in any school-related activity.

19. No weapons of any kind (knives, guns etc) may be brought onto the school premises.
20. No intimate contact is permitted while in school uniform or on the school campus.
21. No selling and/or trading may take place on the school campus unless specifically permitted by the Headmaster.
22. The use of the school campus during the holidays is subject to prior permission being granted by the School Executive and is restricted to bona fide pupils of the school, who are to carry their Student Card. The facilities are for the use of Boys High pupils only unless specific permission has been granted.
23. All boys are to carry their Student Card with them at all times while on the school property. Attempts to falsify identification will be severely dealt with.
24. Pupils must discourage anyone who is not a pupil at the school from wearing official PBHS school clothing. This includes females who wear items of the Boys High uniform, either school uniform or sports kit.
25. When the Last Post is played at 17:30, Mondays to Fridays, boys are expected to stand still, remove headgear and not to talk. Boys are expected to encourage visitors to do the same.
26. Any deviation from these rules for whatever reason including cultural or religious reasons may only occur after specific permission is sought from the Headmaster.

### ***B: Privileges***

The list of privileges that boys may enjoy is attached to this document and is, in many cases, form-specific. Boys and their parents must be aware that these privileges are not rights and are not part of the core education the school offers. As such, they may be removed for a suitable period of time. This may be done by the boy's Housemaster, a Deputy Headmaster or the Headmaster, after due disciplinary process has been followed. The removal of privilege must be relayed to the boy and his parents in writing.

### ***C: Uniform (general)***

1. Boys are expected to wear their uniform (both school and sports uniform) properly and with pride and to behave in an appropriate manner while wearing this uniform. Any action that could bring the good name of the school into disrepute will be strongly dealt with.
2. School lapel badges may only be worn when in summer or winter uniform. Badges that are not school-related may only be worn with the Headmaster's permission and only for a fixed period of time.
3. The school rain jacket may only be worn outdoors. It may not be worn in class.
4. The only headgear that may be worn with uniform, outside a sporting context, is the basher which may only be worn by boarders when on an official exeat. Cricket caps or the school broad-brimmed green hat may be worn by all boys

with school uniform or full tracksuit and only at official sporting events to protect them from the sun.

5. Shoes may only be the standard brown school Grasshopper as sold in the School Shop. Shoes must be laced properly, in good condition and polished at all times.
6. Ties must be worn at all times with summer and winter uniform. They must be neatly tied with a conservative knot and pulled up to the collar which shall always have the top button done up. Ties shall not be frayed or in poor condition and must not be too short or too long (they should reach belt level). The School tie, Prefect's tie and Matric tie may be worn at all times with summer and winter uniform. The Colours tie, Academic tie, Pipe band tie or any other general school-related tie may be worn on any day of the week with winter uniform and on Fridays only with summer uniform. Form V boys may, however, wear their Colours tie at all times, summer and winter. House ties may only be worn on a Thursday, both summer and winter. The Cheerleader tie may only be worn by appointed Cheerleaders and only when cheerleading – ie never at school during the school day.
7. No boy may wear any regalia he has not earned.
8. Shirts are to be in good condition and tucked in at all times.
9. Only the grey school jersey may be worn. Long-sleeved jerseys may be worn over short-sleeved jerseys but not the other way around. The grey jersey, either long or short-sleeved, may only be worn with school summer or winter uniform, not with any sports or casual clothing.
10. No jewellery of any sort may be worn while at school, in uniform, while playing sport or on the school campus unless the Headmaster has given specific permission to do so. No body piercings are permitted, including tongues. If a boy has a hole for an earring, he may not wear anything to keep the hole open. Tattoos are not permitted at all. The use of plasters to cover tattoos while playing water sports is not permitted. Failure to adhere to this rule will result in a boy being barred from taking part in school water sports.
11. No garish watches or spectacles may be worn. Tinted spectacles may only be worn with specific permission from the boy's Housemaster.
12. During exam periods, any boy coming to school to write exams is to wear full school uniform. Boys coming to school for any other reason (music lessons, extra lessons etc) are to wear either school uniform, full tracksuit or PT kit to identify them for security reasons. This applies equally to those who are boarders. After school, boys who are not in sport-specific clothing that is relevant to the sport they are practising are expected to wear either full school uniform or PT kit. No casual clothing may be worn on the campus unless specific permission is granted by a teacher. Boarders may only wear casual clothing after 18:00 during the week. Casual clothing must be appropriate and may not include any offensive slogans and/or designs, political insignia or be torn and/or frayed.

13. No part of uniform may be worn with casual clothing and items of uniform that have deteriorated (frayed, faded, too small etc) must not be worn.
14. Boys will be given a two-week period of grace to change uniform at the change of season. Form V boys may wear formal (winter) uniform during their final term of school.
15. All school uniform rules apply when boys are on a tour or excursion. No group (whether touring or not) may produce or wear an item of clothing or have paraphernalia made that has not been approved by the school Executive at least three months in advance.
16. No headphones may be worn with ANY item of school clothing, either uniform, PT kit or sports kit.
17. While we appreciate that boys may wish to be engaged in unofficial recreational sport before school, after school and during breaks, they are to ensure that these activities are not excessively strenuous and that their uniform remains presentable as per the above detail.

***D: Uniform (winter)***

1. The official winter uniform is clearly explained at the school shop.
2. A blazer must be worn at all times with the top button fastened. A teacher's permission is required to remove the blazer in class. Blazers may be removed during breaks if sitting down around the school but must always be worn if near the Main Gate.
3. Only standard grey flannels may be worn. Flannels may not be tapered or flared excessively and should have generally straight legs.
4. Only plain grey socks may be worn with grey flannels.
5. A plain brown belt must be worn. No garish buckles are permitted.
6. Only standard school green gloves may be worn but must be removed during assemblies and in class.
7. Only official school scarves may be worn but must be removed during assemblies and in class.
8. No other items such as "beanies" or balaclavas may be worn when uniform of any kind, school or sports, is worn.

***E: Uniform (summer)***

1. The official summer uniform is clearly explained at the school shop.
2. Socks must be pulled up at all times. Garters must be worn if necessary.
3. Shorts may not be worn too high or too low. Underwear may not under any circumstances be visible.
4. Scarves and gloves are not permitted with summer uniform.

### ***F: Uniform (sport)***

1. Official school sports uniform must be worn. While each sports code may have its own uniform, this MUST have been approved by the school Executive. Boys not wearing the proper kit will not be allowed to participate.
2. Boys High PT kit must be worn to practices where appropriate. Shirts may not be removed unless deemed appropriate by the master present.
3. All aquatic activities must be done in the official school green speedo.
4. Appropriate footwear must be worn on all courts. Closed, official sports shoes are to be worn with PT kit and tracksuits. No slops are to be worn at all with sports uniform. Unless official school sports socks are specified, only plain white anklets may be worn with closed shoes.
5. House shirts must be worn for all inter-house sporting activities
6. The school tracksuit must be worn in full and zips are to be done up.
7. All rules regarding appearance (hair, shaving etc) are to be strictly enforced when playing sport.
8. Spectators (winter) are to wear full tracksuits to away fixtures and winter uniform to home fixtures. Spectators (summer) are to wear full tracksuit or PT kit.
9. No headphones may be worn at any school function. The use of portable music devices is also not permitted.

### ***G: School bags***

1. All school bags must be made of a material strong enough to protect schoolbooks. Textbooks remain the property of the school and must be returned in good condition at the end of the year. Failure to do so could result in the boy's parent being charged to replace the book.
2. Bags should not attract attention by their design or colour. They should be neat, presentable and in line with the ethos of the school. No graffiti of any sort is permitted on school bags.
3. During assemblies, bags can be placed in the East or West Fountain Quads. Bags are safer in the West Fountain Quad and have added protection of security cameras. Bags placed elsewhere may be confiscated by the prefects. Bags may not be placed in the school foyer, the entrances to the hall or in the atrium outside the Media Centre.

### ***H: Appearance***

1. Hair must be cut to an acceptable and uniform length and must always be neat and clean. Hairstyles must be conservative by nature, taking the boy's culture into consideration
2. No hair products such as gel and/or dyes are permitted and no unusual styles will be permitted. Boys may not perm or straighten their hair. There should not

be a significant difference in length of the hair on the sides and the top of the head.

3. If a boy has a non-conforming hairstyle, he will not be permitted to wear uniform or represent the school in public until such time as his hair is acceptable. A boy told to cut his hair has two days to do so. The Hair Committee will make the final decision on the suitability of the hairstyle.
4. Hair regulations are in force for the full calendar year and will not be relaxed towards the end of term or for events such as the Matric dance or during exams.
5. Boys will be clean shaven when wearing school uniform or representing the school. No moustaches or stubble is permitted. Side burns may not be longer than the middle of the ear.

### ***I: Attendance***

1. The first bell of each day will be at 07:25, after which all boys must move to their Registration venues to start the day at 07:30 sharp.
2. Boys arriving after Registration must report to Reception for a late slip. Only boys in possession of a late slip will be allowed to enter a class. Boys who are late must **also** report to their Housemaster before the end of first break to explain their lateness.
3. Boys who are absent on a day must hand in a note from their parents to their Tutor, on the day they return to school. One day's grace will be given if required after which a detention will be issued for lack of compliance.
4. Absence during an examination must be excused with a valid medical certificate.
5. Boys feeling ill during the school day must report to their Housemaster who will refer them to the Sanatorium if necessary. In the absence of a Housemaster, permission to go to the Sanatorium must be granted by a Deputy Headmaster or the Headmaster.
6. Boys wishing to depart from school early must bring a note requesting as such from their parents to their Housemaster. The Housemaster will sign the note which is then presented to Reception from where an "early departure" slip is given. This slip must be brought to school again the following day
7. No boy is to miss lessons without the express permission of the teacher or the substitute teacher. If he has been sent on an errand, he must have a note from a teacher with him.
8. If a boy is absent on a Friday, he may not play sport for the school on that Saturday unless the reason for his absence is an appointment (such as an orthodontist). Even then, the boy should come to school for at least part of the school day if he wishes to play sport.
9. If a boy is absent from school he may not attend extra mural activities that afternoon or evening.
10. The school may not give permission to be absent from school and absence should be avoided at all costs, particularly towards the end of term. If, however,

a parent deems it necessary to remove their son for a period of time, a note to this effect must be sent to the Housemaster explaining the absence.

### ***J: Punctuality/Truancy/Detention***

1. Boys must move quickly between lessons and must not be late for school or class.
2. A five-minute walking time is granted at the end of each break. Boys must be in class by the time the second bell rings.
3. Lates Detention (45 minutes or 90 minutes: Mon – Thursday)
  - May be given by a prefect or a teacher
  - Must be done within one week
  - No eating or drinking is permitted
  - No homework may be done but boys may study for exams/tests
  - May be used to do community service such as a litter pickup
  - Early departure from Lates may only be granted by a Deputy Headmaster
4. Friday Detention
  - May only be given by a Housemaster, Deputy Headmaster or the Headmaster
  - Must be done immediately
  - Is the most serious form of discipline prior to a formal disciplinary hearing
5. Any boy who misses or is late for an extra mural activity will be dealt with by that activities' disciplinary processes.
6. Bunking class is deemed to be extremely serious and could result in at least a series of Friday Detentions. Standard punishment for bunking is at least double the time missed. Repeated bunking will result in more formal disciplinary steps taken at a higher level.
7. Boys submitting false names will be dealt with most severely.

### ***K: Arrival at school***

1. Vehicles are not permitted past the boom on Main Drive. This boom is closed in the mornings and over the school closure period to ensure the safety of our boys. It is not meant to inconvenience parents who must drop their sons off at one of the designated areas.
2. Vehicles will be permitted past the boom if a boy has a debilitating injury or a large item in his possession such as a large musical instrument. Permission for this must be sought from the Housemaster.
3. Pedestrians must walk on the right hand side of the road, facing the traffic at all times.
4. The security guards are operating under instructions and are to be treated with respect at all times by boys and their parents.

## **L: Out of Bounds**

1. The following areas are out of bounds for Forms I – IV
  - Masters' staircase
  - Front entrance to the school and the memorial foyer
2. The following areas are out of bounds to all Forms
  - School Hall and stage unless in assembly or at a function
  - Guest toilets in the Hall
  - Bicycle shed and vehicle parking areas (during school hours)
  - Staff Common Rooms and offices
  - The swimming pool, water polo pool and astro turf
  - Staff toilets
  - Tuckshop (during lessons)
  - All staff residences
  - Both bell towers and all roof areas both inside and outside
  - The Prefects' Room
  - All classrooms before school, during breaks and after school
  - The "koppie" behind School House, near the staff houses, around the squash courts, loch
  - All pavilions during the school day
  - The forest below Rissik House and S Bend (these may not be used as a pathway between lessons)
  - The boarding houses and environs to all dayboys (including lawns). Boarders may not go to their house during lessons.
3. A staff member has the authority to give permission for a boy to be in these areas but only under direct supervision.

## **M: Serious Misconduct**

1. A boy will be guilty of serious misconduct if he intentionally and without just excuse:
  - Seriously threatens, disrupts or frustrates teaching or learning in a class
  - Repeatedly is insubordinate to teachers and those in authority such as school prefects.
  - Engages in a conspiracy to disrupt the proper functioning of the school
  - Insults the dignity or defames any other pupil or any other person, including racist or sexist remarks and bullying
  - Distributes or is in possession of any test or examination material that would give unfair advantage
  - Cheats in a test or examination or is guilty of allowing another boy to copy his work thus gaining an unfair advantage
  - Engages in any act of public indecency including on social media or on the internet
  - Sexually harasses any other person
  - Is found in possession of or distributes pornographic material

- Uses or is under the influence of alcohol or any other mind-altering substance. A boy with illegal substances still in his system is considered to be under the influence of that substance.
  - Destroys school or a fellow pupil's property (vandalism)
  - Takes another person's property without their knowledge or permission (theft)
  - Sells, procures, exchanges or possesses drugs, alcohol or any other illegal substance.
  - Is in possession of any dangerous weapon
  - Threatens or assaults a fellow pupil or member of staff
  - Repeatedly breaks the school rules and fails to respond to the school disciplinary measures.
  - Brings the good name of the school into disrepute
  - Films or takes pictures or video of teaching or support staff or fellow pupils without their permission
  - Uses or publishes or distributes pictures or videos of teaching or support staff or fellow pupils without their permission or with the intention of causing embarrassment and/or reputational damage and with the intention of causing embarrassment and/or trouble
  - While identifiable as a PBHS pupil makes false allegations against a member of staff, fellow pupil or member of the public
2. Consequences for serious misconduct are determined at an internal disciplinary hearing or, if deemed necessary, at a hearing constituted by the School Governing Body. Such consequences could include suspension or expulsion from school and/or boarding.

### ***N: Classrooms and Corridors***

1. No graffiti will be tolerated.
2. Do not litter. Pick up all litter you see.
3. Posters in classrooms and on noticeboards must be left strictly alone. No poster may be displayed around school without the express permission from the Second Master in the Academic Office. The poster may only be put up on the noticeboards, not on the painted surfaces, brickwork or sandstone.
4. No tampering with lockers is permitted.
5. Boys are to respect the teacher's right to teach and the other boys' right to learn. Boys are not to speak in class without permission.
6. Only the highest level of behaviour is expected from all boys in class

### ***O: Assemblies/Concerts and School Functions***

1. All boys are to be silent when the lights flash before functions and to stand when the stage party walks onto the stage.

2. No boy may pass comment on what transpires in assembly, whistle, jeer or laugh in a manner designed to attract attention to himself during the assembly. Boys are to follow instructions from the stage and show respect at all times.
3. Bags may not be brought into the hall. No food may be brought into the hall or consumed there.
4. All boys are to have a Hymn Book with them at assemblies. Boys, for reasons of personal conviction wishing not to carry a Hymn Book, may obtain specific permission from the Headmaster.
5. Boys may not walk on the chairs, the benches or place their feet on the furniture.
6. Boys must remain silent until they have left the hall after assembly.
7. All boys must attend assembly unless they have special permission not to do so from the Headmaster.
8. Winter uniform is to be worn when instructed including some special assemblies. Formals (winter uniform) are worn to all evening functions. If in doubt, wear school uniform.
9. Boys must be particularly courteous towards guests, giving up their seat if necessary.
10. It is considered extremely rude to leave the hall during assembly or a function/performance and boys may not do so.
11. Cell phones may not be used at all during assembly or in the Hall (even when on silent as the light distracts others)
12. The toilets in the hall are not to be used during functions in the hall except at a suitable interval or in an emergency.

### ***P: Transport***

1. Public transport
  - Be courteous at all times, giving up your seat for others.
  - Uniform must always be worn with ties properly in place. Blazers may be removed once on the bus/train/taxi
  - All school rules apply at all times.
  - No earphones may be worn or loud music played.
2. Bicycles
  - Helmets are to be worn at all times and the rules of the road are to be obeyed.
  - Bicycles are not permitted on Main Drive and must be parked and locked in the designated bicycle shed
  - Bicycles may not be ridden on the school fields, in the school buildings down "Suicide" or "Polly Shorts".
3. Motorbikes
  - Helmets are to be worn at all times and the rules of the road are to be obeyed.
  - Only boys in possession of a valid driver's license and a letter of consent from their parents may approach the Deputy Headmaster in charge of

vehicle access for permission to drive onto the grounds. Only once this permission is granted may a boy ride his motorbike on the premises.

- The speed limit is 25 km/hr
- No boy may drive a motorbike on Main Drive
- Motorbikes may only be parked in the designated area opposite the basketball courts.
- No boy may “lift” another boy on his motorbike.
- The motorbikes are parked on the school grounds entirely at the boy’s own risk and the school will take no responsibility whatsoever for any damage that may happen.

#### 4. Motor vehicles

- Only boys in possession of a valid driver’s license and a letter of consent from their parents may approach the Deputy Headmaster in charge of vehicle access for permission to drive onto the grounds. Only once this permission is granted may a boy ride his vehicle on the premises.
- Vehicles may only be parked in the parking area near East Gate and only during the school day.
- The grounds may not be used for people learning how to drive.
- No boy may drive a vehicle on Main Drive
- No boy may drive another boy to an event such as a sports fixture without express permission.
- The speed limit of 25 km/hr must be adhered to.
- Vehicles are parked on the school grounds entirely at the boy’s own risk and the school will take no responsibility whatsoever for any damage that may occur.

5. Permission to bring a vehicle of any kind onto the campus is a privilege not a right and can be withdrawn at any time.

#### **Q: Cell phones and electronics**

1. The school does not take any responsibility for electronic devices brought to school. The bringing of a cell phone to school is strongly discouraged in line with the school’s desire that boys communicate with each other face to face and with worldwide trends to limit smartphone use while at school.
2. Cell phones may not be used at school during the school day from 07:30 until 14:00. If a boy has to have a phone at school, it is to be placed in his locker for the full duration of the academic day. If he chooses not to, the phone may be confiscated if it is visible. A boy may be reached in an emergency by contacting Reception.
3. The standard punishment for disregarding the use of cell phones is a four-week confiscation period of the phone, sim card and battery
4. Cell phones may not be used at any school function unless permission has been given.

5. Cell phones may not be brought into any test or examination venue. Disregard of this may result in not only disciplinary action but also a mark of zero being awarded for the assessment.
6. The Headmaster or his delegate may search the contents of a boy's cell phone and gather evidence as part of a disciplinary process and where reasonable suspicion exists.
7. Electronic music players such as iPods have no place at the school and will be confiscated for a minimum of two weeks if used at school. Ear buds and headphones may not be worn with any item of uniform – winter, summer or sports uniform.
8. Music may not be played from a phone or a device while in school uniform, representing the school or on school grounds.
9. It is our very strong recommendation that parents obtain a cheap “dumb” phone with pre-paid airtime should their son absolutely have to have a phone at school. The likelihood of theft is greatly diminished with these phones due to their having little value. This phone should still be locked in a locker during the school day.
10. Boys are not to use cell phones while walking on the campus before or after school. Urgent communication should be done while standing or sitting and as unobtrusively as possible.
11. Boarders may not use cell phones after lights out unless specific permission has been granted by the master on duty.

### ***R: Tuckshop***

1. Having tuckshop facilities at school is a privilege for our boys who must respect this service. Boys are expected to be courteous to those serving at the tuckshops. Loud talk or boisterous behaviour is not welcome.
2. Boys must stand in the correct queues and not cross the white lines.
3. The tuckshops are out of bounds during and between lessons.
4. No boy will be served once the first bell has rung for the end of break.
5. No boy may purchase for another once the queue has been formed.
6. A Form I boy may purchase for a Form V boy only if he has the correct amount of money given to him by the senior boy and if he has the Form V boy's student card.

### ***S: Media Centre and Computer Rooms***

1. These rooms may be used during official hours and only under the supervision of a teacher or responsible, appointed person.
2. All equipment is to be looked after. Vandalism of any form is strongly prohibited and boys are encouraged to report all breakages as soon as possible.
3. Boys must abide by the rules pertaining to these rooms such as the Acceptable Use Policy for use of the school computers or the school wi-fi and associated infrastructure.

***T: Toilets and changing rooms***

1. Boys are to use the toilets and changing rooms with respect for others who will use these facilities as well.
2. Any damage and/or vandalism to these facilities is to be reported immediately to a Deputy Headmaster.

## ***Form Privileges***

Once a boy has reached a certain Form or Grade, he is able to enjoy certain privileges that are associated with being in that Form or Grade. These are listed below.

If a boy behaves in such a way that contravenes the Code of Conduct or acts in a manner that is unacceptable, then a Deputy Headmaster or his Housemaster may, after an internal disciplinary process, remove some or all of these privileges from the boy for a specific length of time, depending on the offence.

The removal of these privileges may also form part of the formal SGB disciplinary process if it is deemed warranted.

### **Form V/Grade 12**

1. Attendance at Valediction and Final Assembly
2. Attendance at the annual Matric Dance
3. Leadership positions (such as Prefectship, Chairmanship of clubs etc)
4. Allocation of a Form I mentee
5. Wearing Matric attire (tie etc)
6. Using the Masters' staircase
7. Sitting in the gallery at assemblies
8. Wearing "civvies" on "Civvies" days
9. Testimonial
10. Leaving school early/studying at home during mid-year or final exams
11. Wearing items of uniform that are associated with school colours awards
12. Privilege of wearing school uniform (subject to acceptable appearance in terms of hair etc)
13. Computer access at school (subject to conditions laid down by the computer room staff)

### **Form IV/Grade 11**

1. Eligibility to stand for leadership positions (eg Prefect)
2. Form IV Camp
3. Wearing "civvies" on "Civvies" days
4. Leaving school early/studying at home during mid-year or final exams
5. Wearing items of uniform that are associated with school colours awards
6. Privilege of wearing school uniform (subject to acceptable appearance in terms of hair etc)
7. Computer access at school (subject to conditions laid down by the computer room staff)

### **Form III/Grade 10**

1. Wearing "civvies" on "Civvies" days
2. Leaving school early/studying at home during mid-year or final exams

3. Wearing items of uniform that are associated with school colours awards
4. Privilege of wearing school uniform (subject to acceptable appearance in terms of hair etc)
5. Computer access at school (subject to conditions laid down by the computer room staff)

### **Form II/Grade 9**

1. Wearing “civvies” on “Civvies” days
2. Leaving school early/studying at home during mid-year or final exams
3. Privilege of wearing school uniform (subject to acceptable appearance in terms of hair etc)
4. Computer access at school (subject to conditions laid down by the computer room staff)

### **Form I/Grade 8**

1. Wearing “civvies” on “Civvies” days
2. Leaving school early/studying at home during mid-year or final exams
3. Privilege of wearing school uniform (subject to acceptable appearance in terms of hair etc)
4. Computer access at school (subject to conditions laid down by the computer room staff)

The removal of privileges may only be done by a Housemaster or Deputy Headmaster after consultation with the Headmaster and then only after the parent(s) of the boy(s) concerned have been notified of the offence.

All boys are subject to the above Code. The boarders have a separate Code of Conduct for Boarding which is to be adhered to in addition to this Code.

As a general rule, the Prefects play an important role in supporting the enforcement of minor transgressions of this Code. School Prefects, House Prefects and current Duty Panel candidates may issue “Lates” detention to any boy in contravention of this Code. Any transgression of a more serious nature, as well as any repeated transgression, is to be reported to higher authority.