RUSTENBURG
GIRLS' HIGH SCHOOL

School Rules and Procedures

REVISED: February 2026

ABBREVIATIONS USED IN THIS DOCUMENT:

RGHS	-	Rustenburg Girls' High School
MEC	-	Minister of Education (Western Cape)
WCED	-	Western Cape Education Department
SGB	-	School Governing Body

NOTE: The term **parent/s** as used in this document refers to the biological parent/s or legal guardian/s of a learner.

PREAMBLE

The *School Rules and Procedures for Learners* of Rustenburg Girls' High School has been finalised after consultation with all relevant parties. It clarifies for learners, staff and parents the rules regarding learner behaviour and expected procedures that will be followed at the school. The rules apply to all learners while they are on the school premises or when they are away from the school, representing it, or attending a school function.

Staff have the full authority and the responsibility to correct the behaviour of learners whenever such correction is necessary at school.

While this document is prescriptive, it has been written for the safety and protection of all learners. The school rules are intended to establish an environment of mutual respect to facilitate effective and quality teaching and learning.

When a learner contravenes the rules, the school will adopt a flexible approach, within the boundaries of the *Code of Conduct* and/or *School Rules and Procedures*, and act within the best interests of the school and learner in the application of disciplinary measures. Possible sanctions are stipulated in this document and will be applied at the discretion of the Principal, staff and/or SGB.

Notwithstanding the fact that a certain act or omission is not specifically covered by this document, any act or omission which, in the opinion of the Principal, staff and/or SGB, constitutes behaviour not benefitting a learner of Rustenburg Girls' High School, shall be deemed to be a contravention of the rules.

SCHOOL RULES & PROCEDURES

Learners must make themselves familiar with these rules and procedures. Parents are earnestly requested to support the school in the implementation of these rules, as well as all other measures to ensure the learners' safety.

ABSENCE

The South African Schools Act clarifies expectations regarding compulsory school attendance.

Continuous assessment takes place throughout the year, including at the beginning and the end of term, and learners are expected to attend school at all times.

RGHS is not allowed to give permission for a learner to miss school. Parents are requested not to arrange to leave early for holidays or to return late at the beginning of a new term.

If a learner is absent, they must bring a letter/email from a parent and give it to their tutor on the first day they return to school.

A medical certificate/doctor's letter must be brought after absence from examinations or other scheduled tests or assessments.

Learners will be given zero for any school based assessment activities that they have missed, unless they have a valid reason such as a medical certificate/doctor's letter.

Learners leaving a class during a lesson (to use the toilet or go to their locker, for example) require permission from the teacher in charge.

See the Assessment Policy for further information.

APPOINTMENTS DURING SCHOOL HOURS

Casual visitors to the school are not permitted. All visitors are to report to the front office and obtain a visitor's card. Casual visitors not in possession of a visitor's card will be asked to leave the school premises.

Parents are requested to avoid making appointments during the school day. Learners who miss assessments will be given zero.

If such an absence is absolutely unavoidable, parents must complete the necessary form which is available on the school's website. The completed form must be taken to the Deputy Principal (Academic Innovation) at least 24 hours in advance or as soon as reasonably possible if such advance notice is not possible. Please do not send an email or a letter.

ALCOHOL/ TOBACCO/DRUGS/ etc.

The school is a place of safety where laws pertaining to public places are applicable.

No learner may bring, be in possession of, or use any narcotic or unauthorised drugs, alcohol, or intoxicants of any kind including but not limited to alcohol, tobacco/cigarettes/e-cigarettes/vapes/marijuana or any other illegal substances (as defined in *The South African Schools Act*) onto the school grounds or use them on school property or during any school activity, or be on the school grounds when under the influence of any of these substances.

Contravention of this rule may lead to immediate suspension, pending expulsion. Criminal charges may also be laid in such cases. In addition, no learner identifiable as a learner of the school should use these substances off the premises.

Learners who need to take prescription medication during the school day, must keep a copy of a medical practitioner's script with them at all times and should inform their tutor accordingly.

See the Substance Abuse Policy for further information.

ASSIGNMENTS

Assignments are due on the set date. Marks will be deducted if deadlines are not met. This could result in a zero mark for that assessment.

See the Assessment Policy for further information.

BAGS

Only a RGHS or WP tog bag, a RGHS or plain navy blue or black backpack and other bags approved by the school will be allowed.

Bags should be kept free of drawing, writing and other decorations.

BEHAVIOUR

Learners are expected to show respect for all staff, members of the public and one another and must behave in a manner that does not disrupt their learning activities or that of other learners.

RGHS recognises that genuine feelings of affection may exist between two learners. However, learners shall refrain from Public Displays of Affection while on campus or off campus or while attending and/or participating in a school-related activity. Being overly affectionate at school can be disrespectful towards others.

Learners are expected to show good judgment and conduct themselves respectfully at all times.

Movement between classes should be orderly. Running in corridors or up and down stairways is not permitted unless there is a justifiable emergency. Learners must keep to their left side of the corridor or stairs and should be in single file when moving through the school premises so as not to obstruct traffic flow.

Climbing through windows and leaning over or sitting on balconies and window sills is forbidden. Learners may enter classrooms before school, during breaks and after school only with the express permission of a staff member.

Learners must respect the property of others. This includes teachers' belongings and their classrooms. No one may use a teacher's computer without permission.

The defacing or damaging of property will not be tolerated.

All waste must be sorted and placed in the appropriate recycling bins provided.

BLAZERS

Blazers are a compulsory part of the winter uniform and must be worn at all times outside of the school grounds.

During summer, blazers are optional, but jerseys may not be worn on their own outside of the school property.

Matrics may wear their Matric jersey instead of their blazer at any time of the year, however, blazers must be worn at all formal occasions.

BULLYING/ DISCRIMINATION/ OTHER THREATS

No bullying or discrimination of any kind will be tolerated.

No learner may be party to intimidation or threats against the school or any other parties.

Involvement in such activities may result in immediate disciplinary action including suspension, and possible expulsion. Criminal charges may also be laid.

See the Anti-Discrimination & Bullying Policy for further information.

CARS/OTHER MOTORISED VEHICLES DRIVEN BY LEARNERS

Learners with licences will be granted permission to drive their vehicles to school.

A signed letter from the parent/s, as well as a copy of the licence and details of the vehicle driven by the learner, must be handed in at the front office.

The learner must park their vehicle in one of the designated parking spaces (near the recycling area or on the bend at the front of the school).

The school does not take any responsibility for the safe custody of or damage to any vehicles, or for articles stored within the vehicles.

See the Permission to drive a car to school (Grade 12) form for further information.

CELLULAR TELEPHONES/ OTHER ELECTRONIC DEVICES/ HEADPHONES

Cell phones may not be used on the school premises before the end of school day, except for purchases, where they must get permission from the adult at the point of sale. If necessary, a pupil may use their cell phone to contact their parent/guardian at the end of the school day, but this must be done outside the school building and cell phone free zone.

If this rule is broken, the device will be handed over to a member of staff. The parent must collect it from the Front Office at the end of the school day and must provide a form of identification.

Learners may not have a cell phone or any other electronic device, including a smart watch, on them when writing a test or an examination.

Headphones should not be visible or used without permission from a staff member.

See Cell phone free zone map

CHEATING/ PLAGIARISM

Any learner found cheating or plagiarising in an assessment, assignment, exam or any school work will receive zero for that work and may face further disciplinary action. Educators may make use of an electronic plagiarism checker to verify the originality of submitted work.

CHEWING GUM/ EATING

Chewing gum is not allowed inside the school grounds, nor should it be chewed by any learner in school uniform off school grounds. Learners should not drink and eat in the corridors and classrooms without permission. Any waste must be disposed of in the appropriate bins.

COMMUNICATION

Learners must speak to staff members in person rather than sending electronic messages (e.g. emails, Google chat messages, etc.) as most matters can be addressed more easily and amicably face-to-face.

The default method of communication is therefore face-to-face unless an individual staff member communicates otherwise.

If learners have any queries or concerns, they must first speak to their tutor or subject teacher. The teacher will refer the matter to the appropriate members of staff (i.e. counsellor, subject teacher, Head of Subject, Head of House, Deputy Principal, etc.) if necessary. Parents should only get involved if the matter doesn't get resolved.

EVACUATION PROCEDURE

Learners must follow evacuation procedures.

HAIR

Learners may not alter the colour of their hair in any way.

Concessions to this rule may be awarded to Matric learners on an annual basis. If such a departure is allowed, Grade 12 learners will be expected to adhere to the parameters within which this concession is granted, as conveyed to them in writing.

All hair must be neat, clean and should not hang in front of the eyes. Hair touching the shoulders must be tied up.

Hair accessories must be plain black, dark brown, navy, white or transparent.

IPADS

iPads issued by RGHS remain the property of the school.

Learners are responsible for the general care of their iPad. In the case of a faulty or broken iPad, the learner must report directly to the IT department as soon as possible.

Learners may not use their iPads out of lesson time, except in the designated areas.

See the iPad Acceptable Use Policy for further information.

JEWELLERY

Apart from earrings and a watch, no other jewellery is allowed.

For pierced ears, only one pair of small plain metal (i.e. silver or gold) sleepers or studs is allowed, one in the lobe of each ear.

No other piercing is allowed (labret, tongue, nose, etc.).

LANGUAGE

Swearing and derogatory or abusive language of any sort will not be tolerated.

LATE-COMING

Learners are expected to be punctual. Learners who arrive late in the morning must report to the front office.

LOCKERS

Each learner is allocated a locker for storing their belongings. They must supply their own lock. Lockers not cleared at the end of the school's academic year will be emptied and the contents disposed of.

No items should be stored on top of the lockers. The school will not be held responsible for theft of or damage to personal belongings on school premises, for example, cellphones, bags, books, clothing, etc.

MAKE-UP

Make-up may not be worn.

False eyelashes/eyelash extensions are not allowed.

NAILS

False nails, coloured nail polish and french manicures are not allowed.

Nails must not be so long as to interfere with sport, the playing of a musical instrument or other activities.

NOTICES/ NOTICE BOARDS

Learners must read the morning notices every day.

No external notices, flyers or posters may be displayed or distributed on the school premises without the permission of the Principal or a Deputy Principal.

Internal notices must be approved and signed by the Teacher in Charge of Society and Services, the Head of Communications and Fundraising or a Deputy Principal. These must be placed on the relevant notice boards and not directly on walls or brickwork and should be removed after the event has taken place.

OUT OF BOUNDS

Learners must stay away from the boundary fence and the area below the sports fields, Charlie's Hope and the Sports Pavilion.

The following areas are strictly out of bounds: the area between the tennis wall and Acton Road, the astro and beyond, the gravel road next to the sports fields leading down to the workshop.

Learners must not sit in parking lots and on roads.

Learners must not sit across the road in front of the school during break, however, benches and pods may be used when waiting for parents/ guardians to fetch them.

Learners may not use the main quad without permission from the Principal.

No ball games may be played in the main school building.

See the Out of Bounds map.

PERSONAL SAFETY/ SECURITY

No learner shall hold or organise any function or social gathering at the school or elsewhere in the name of the school without the permission of the Principal.

Learners must not leave the school premises once they have arrived at school in the morning.

Learners must not sit on the roads, driveways or parking areas on the grounds and must give way to cars proceeding along the school roads.

Learners must not sit on a window sill or on the upstairs balcony wall.

The swimming pool area is out of bounds when there is no supervision (i.e. a staff member or coach must be present).

Learners are advised to wait inside the school grounds for lifts.

Learners must not walk across Rondebosch Common.

Learners may not sell/trade goods on the school premises without permission.

No dangerous objects (including knives, firearms or any item that could harm a person) may be brought onto the school property unless authorised by the Principal for educational purposes.

POSSESSIONS

Possessions must never be left unattended.

Learners must look after their belongings and make use of their lockers.

Learners are discouraged from bringing large sums of money or other valuables to school. Where this is unavoidable, such items must be handed in to the office for safekeeping.

The school will not take responsibility for the damage to and/or the theft or loss of valuable articles or money.

Parents must ensure that their child's school equipment and other valuables are covered by their short-term insurance policies.

SICKNESS

Learners who become ill at school must report to the front office.

Where necessary, the school will notify parents to collect their child. Learners must **not** contact their parents directly.

No medication of any kind will be provided by the school.

A Learner's own medication will be administered in line with the school's *Procedures for the Administration of Medication and Management of Medical Events.*

SOCIAL MEDIA

Learners are ambassadors for the school and careful consideration must be given to any information published online.

Material published online, especially on social media (including WhatsApp), should not reflect negatively on anyone nor the school.

No Grade/Tutor/Team/Committee or other school-related Whatsapp groups are allowed. Google chats must be used for this purpose.

See the Computer Network Acceptable Use Policy for further information.

SPORT

Sport is compulsory in Grades 8 and 9.

Learners are expected to honour their sporting commitments.

See the Sport Policy for further information.

TATTOOS

No visible tattoos are allowed.

THEFT

Theft is a criminal offence and may lead to immediate suspension, pending expulsion. Criminal charges may also be laid in such cases.

TRUANCY

Learners may not absent themselves from school or lessons without a valid excuse.

Learners may not leave the school grounds during the day without the permission of the Principal or a Deputy Principal.

UNIFORM

Uniforms, as prescribed in the regulations, are to be worn by all learners. Learners are expected to be neat and tidy at all times, and uniforms should be clean, well-maintained and worn with pride.

Where the wearing of an incorrect uniform item is unavoidable, learners must obtain the permission of their Head of House and/or the Deputy Principal (Holistic Growth).

School uniform is required for all school outings and functions, unless permission to the contrary has been granted by the Principal or a Deputy Principal.

When permission has been granted to wear civvies, the clothing worn must be appropriate.

VISITORS

Visitors should be greeted politely and assisted where necessary.

Learners must request permission from the Principal or a Deputy Principal to receive personal visitors on the school grounds.

All visitors are to report to the front office and obtain a visitor's card. Casual visitors not in possession of a visitor's card will be asked to leave the school premises.

UNIFORM REGULATIONS

Please ensure that all items of clothing and other possessions are **clearly** marked. Uniforms should be clean, well-maintained and worn with pride.

SUMMER UNIFORM	
Bags	RGHS or a WP tog bag, RGHS or plain navy blue or black backpacks No writing or drawing, except name in small letters No other bags, baskets, carrier bags or packets are allowed, except the plain navy or black type.
Blazers	Optional; clean, navy blue Must be worn on all formal occasions School-related badges only House badge is compulsory Only one non-school related badge is allowed (in support of a cause such as Cancer Awareness). This badge must be no larger than the house badge.
Dress	Regulation blue dress with belt Correct length – maximum 10 cm above the knee Belt to be worn through belt loops on the dress Hem stitched No T-shirt or other top visible under the dress Collar to be worn over the collar of the blazer
Trousers	Regulation navy May not be tapered/altered Worn with the short-sleeved shirt (not tucked in) No T-shirt or other top visible under the shirt
Jersey	Optional; navy blue V-necked jersey or cardigan Should fit properly Cuffs not frayed; no holes May not be worn without a blazer outside of the school grounds Matrics may wear their Matric jersey instead of their blazer
Shoes	Clean, plain, black school shoes (lace-up, T-bar or cross-bar) Polished and in good condition
Socks	White school ankle socks (if wearing dress) Turned over; not rolled Plain black socks (if wearing trousers)
Head and Neck Covering	Where religious law prescribes covering of the head and neck, only the RGHS headscarf or a plain navy blue headscarf may be worn. It must be worn forward, as is traditionally intended. Plain pins should be used if needed to fasten the headscarf.
Hair and Hair Accessories	Learners may not alter the colour of their hair in any way. *If a departure to this rule is allowed for Grade 12 learners, they will be expected to adhere to the parameters within which this concession is granted*. Hair must be neat, clean and should not hang in front of the eyes. Hair touching the shoulders must be tied up. Plain black, dark brown, navy, white or transparent accessories
Jewellery	Apart from earrings and a watch, no other jewellery or piercings are allowed. One small pair of plain metal (i.e. silver or gold) sleepers or studs; one in the lobe of each ear.
Make-up/false eyelashes	Not allowed
Nails	False nails, coloured nail polish and french manicures are not allowed. Nails must not be so long as to interfere with sport, the playing of a musical instrument or other activities.
Rain Jacket	Clean, plain navy blue or RGHS rain jacket. May only be worn outdoors when it is raining.

WINTER UNIFORM	
Bags	RGHS or a WP tog bag, RGHS or plain navy blue or black backpacks No writing or drawing, except name in small letters No other bags, baskets, carrier bags or packets are allowed, except the plain navy or black type.
Blazer	Compulsory Must be worn on all formal occasions School-related badges only House badge is compulsory Only one non-school related badge is allowed (in support of a cause such as Cancer Awareness). This badge must be no larger than the house badge.
Shirt	Regulation blue shirt Must be buttoned at the neck
Tie	Regulation; pulled up properly at collar
Jersey	Optional; navy blue V-necked jersey or cardigan Should fit properly Cuffs not frayed; no holes May not be worn without a blazer outside of the school grounds Matrics may wear their Matric jersey instead of their blazer, however, blazers must be worn at all formal occasions.
Skirt	Regulation navy Correct length – maximum 10 cm above the knee Must not be rolled over at the waist
Trousers	Regulation navy May not be tapered/altered Worn with the long-sleeved shirt (tucked in)
Shoes	Clean, plain, black school shoes (lace-up, T-bar or cross-bar) Polished and in good condition
Stockings/Socks	Plain black stockings; no ladders or holes (if wearing skirt) Plain black socks (if wearing trousers)
Head and Neck Covering	Where religious law prescribes covering of the head and neck, only the RGHS headscarf or a plain navy blue headscarf may be worn. It must be worn forward, as is traditionally intended. Plain pins should be used if needed to fasten the headscarf.
Hair and Hair Accessories	Learners may not alter the colour of their hair in any way. *If a departure to this rule is allowed for Grade 12 learners, they will be expected to adhere to the parameters within which this concession is granted*. Hair must be neat, clean and should not hang in front of the eyes. Hair touching the shoulders must be tied up. Plain black, dark brown, navy, white or transparent accessories
Jewellery	Apart from earrings and a watch, no other jewellery or piercings are allowed. One small pair of plain metal (i.e. silver or gold) sleepers or studs; one in the lobe of each ear.
Make-up/false eyelashes	Not allowed
Nails	False nails, coloured nail polish and french manicures are not allowed. Nails must not be so long as to interfere with sport, the playing of a musical instrument or other activities.
Scarf	Optional; navy blue regulation school scarf with stripes or plain navy blue
Gloves	Optional; plain navy blue or black
Rain Jacket	Clean, plain navy blue or RGHS rain jacket. May not be worn to assembly or on formal occasions.
Coat	Optional; navy blue regulation RGHS coat

HOUSE T-SHIRTS

All learners are expected to wear their House t-shirts to all Inter-House events.

LIFE ORIENTATION: PHYSICAL MOVEMENT

All learners are expected to wear regulation Rustenburg sports uniforms for Physical Education (LO) classes.

A full piece swimming costume such as the regulation black school swimming costume, team swimming costume or water polo costume and a swimming cap must be worn for swimming in Physical Education (LO) classes.

SPORT

Learners may only wear the official Rustenburg sports uniforms to practices. This includes wearing the official Rustenburg hockey socks to hockey and indoor hockey practices and an official Rustenburg costume to swimming and water polo practices.

After sport, learners must leave the school premises properly dressed, in either full school uniform or in the regulation school sports kit.

Learners may not change into sport outfits until after school, unless special permission has been given.

Only the navy blue Rustenburg or WP tog bag is acceptable.

All the sports uniforms can be bought from the school shop (Bugs' Boutique).

Please refer to the Sport Policy for information regarding uniform requirements for each sporting code.

PRACTICAL SUBJECTS

Learners must protect their uniforms with suitable over-garments such as. a large shirt or apron.

CONTRAVENTIONS and DISCIPLINARY MEASURES

The purpose of the school's disciplinary measures is not merely to correct unacceptable conduct, namely the contravening of school rules, or to ensure the maintenance of order and discipline in the school, but rather to guide learners to become responsible and mature citizens and decision-makers.

The disciplinary process can only be successful if learners, parents and staff co-operate with and support one another.

At the discretion of the Principal or a person acting on the Principal's authority, the school may respond with disciplinary measures in one or more of the ways indicated below, or in any other way deemed appropriate, when a learner is in contravention of the *Code of Conduct* and/or *School Rules and Procedures*.

The nature of the offence and/or a learner's prior record shall determine the severity of the disciplinary measures. Corrective measures may become more severe with repeated infractions. Disciplinary action will not infringe upon a learner's rights or be in contravention of any national or provincial regulation, and will be in line with departmental procedures and recommendations. Furthermore, learners facing disciplinary action will have access to counselling services offered and/or arranged by the school.

Disciplinary measures may include one or more of the following or similar consequences:

- A verbal warning or a written reprimand;
- Parental contact;
- Work or tasks of a remedial or corrective nature (at the discretion of the school);
- Replacement of damaged property or agreed compensation;
- Detention;
- Monitoring a learner's conduct continuously for a specified period;
- Supervised activities that will contribute to the learner's progress at school or the improvement of the school environment;
- Counselling;
- Declaring results null and void where dishonesty in a test, examination or other assessment has been established;
- Exclusion from peers, at breaks and/or other times, during the school day;
- Referral to a disciplinary committee;
- Removal of privileges and/or rewards and/or positions of leadership or authority;
- Community service;
- Suspension from specified school activities, for example, sport or cultural activities;
- Suspension from the school; and
- Expulsion from the school

SERIOUS MISCONDUCT

If the Principal suspects, on reasonable grounds, that a learner has committed misconduct that is of such a serious nature that it warrants a sanction of suspension or expulsion from the school, they may refer the matter to the School Governing Body to hold a disciplinary hearing.

The SGB may, as a precautionary measure and in terms of the provisions of *The South African Schools Act*, suspend the learner from attending school prior to the hearing. If the learner is found guilty of serious misconduct, the SGB may impose a sanction of suspension from school for a period of time or recommend to the Western Cape Education Department that the learner be expelled from the school.

Serious misconduct is defined in the *Regulations relating to disciplining, suspension and expulsion of learners at public schools in the Western Cape (15 December 2011)*.

Serious misconduct includes but is not limited to:

- A criminal conviction by a court of law;
- The criminal acts of assault, vandalism, fraud, theft, or the use, possession, distribution or sale of any of the following: illegal drugs, chemical substances, alcohol, tobacco, e-cigarettes/vapes or refills, weapons, pornographic material or objects which could cause harm or injury;
- The repeated breaking of school rules, regulations and/or procedures;
- Conduct that is immoral or improper;
- Repeated absence without leave from school and/or classes;
- The distribution or possession of any test or examination material that may enable them or another person to gain an unfair advantage in a test or examination;
- Plagiarism and/or cheating in a test or examination or any other form of assessment; or
- Seriously threatening or disrupting teaching or learning in a class.

DISCIPLINARY PROCEDURES

The Principal may, if there is reasonable suspicion supported by sufficient information, in terms of the provisions of *The South African Schools Act*, conduct random searches, seizures and drug testing in this regard (*see the Search and Seizure Procedures for more information*).

Where any person becomes aware of any act or omission by a learner of Rustenburg Girls' High School which constitutes a contravention of this *Code of Conduct and/or School Rules and Procedures*, they shall:

- if a learner, refer the matter to a matric leader or an educator;
- if a matric leader, apply reasonable, relevant sanctions at their discretion, provided the matter is not of a serious or repeated nature, in which case they will refer the matter to the relevant Head of House, a Deputy Principal or Principal;
- if an educator, apply reasonable, relevant sanctions at their discretion, provided the matter is not of a serious or repeated nature, in which case they will refer the matter to the Principal or a Deputy Principal; and
- if the Principal or a Deputy Principal, decide on appropriate action (in consultation with the SGB if necessary).

The persons in positions of authority referred to above shall afford a learner the right to make a representation and apply reasonable, relevant sanctions at their discretion, provided the matter is not of a serious or repeated nature, in which case they will refer the matter to the Principal or a Deputy Principal.

A learner has the right to appeal to a higher level of authority if they feel that they have been unfairly treated.

The school reserves the right, where any disciplinary measure has been applied to a learner, to place this on record.

DUE PROCESS and APPEAL

Any learner accused of violating any rule that may lead to suspension and/or expulsion shall be brought to the Principal or a Deputy Principal, who will hear the evidence and then decide on the action to be taken.

Before a learner may be suspended or before a recommendation for expulsion is made to the Head of Department (Education: Western Cape), the school must inform the learner and their parents in writing and arrange for a fair hearing by the members of the SGB's Disciplinary Committee.

To this end, the learner shall:

- Be informed of and understand the charge/s, of which written notice is given at least five days before the hearing. Such notice shall also indicate the time and place of the hearing;
- Be required to plead to the charge/s;
- Receive an explanation of the evidence if the charges are denied;
- Have the opportunity to be heard; to relate their side of the story and to present the relevant facts;
- Have the right to request the presence of witnesses;
- Not be prohibited from being represented by any person of their choice, including their parent/s and/or legal counsel;
- Be heard by impartial persons;
- Be informed, in writing, of the decision of the Disciplinary Committee and the SGB and the sanction/s imposed;
- Have the right to appeal to the MEC against their expulsion; and
- Have the right to support and counselling offered and/or arranged by the school during the disciplinary process.

The SGB must inform the Provincial Head of Department or their representative, in writing, of the intention to suspend a learner pending a decision on their expulsion.

EXEMPTIONS FROM THIS CODE

Religious and cultural practices, conduct or obligations that relate to the core values and beliefs of a recognised religion or culture and that are deemed to be incompatible with any rule contained in this document will be considered by the Principal.

A learner and their parent must submit a written letter to the Principal to inform them if they seek an exemption from the rules, or any part thereof, due to any religious or cultural practices of the learner. A learner must adhere to the normal rules, regulations, and codes of the school until such time as the letter has been submitted and the request approved.

Such a written request must include the following:

1. The specific rule/s that is/are in conflict with the learner's religious or cultural rights as contained in the Constitution of the Republic of South Africa;
2. The manner in which the learner wishes to differ from the rules; and
3. The substantiated basis for this request and a suggestion on how the rules may be supplemented by the Principal to accommodate such religious or cultural rights

Once this request and information has been submitted, the learner and/or parent may be called to a meeting with the Principal.

When the Principal allows for departures from the standard rules, this must be based on core religious or cultural beliefs inherent to the religion or culture and it must be compulsory for the learner to comply with such beliefs. The religious or cultural conduct or practice must be lawful.

If the matter is complex or if there is disagreement, the request may be referred to the School Governing Body (SGB) for further consideration and resolution.

The Principal will provide the parent/learner with written notification of its decision and any conditions relating to the exemption. The Principal will specify the approved departures from the rules and will identify the conditions under which this will be applicable to the learner.

Requests for short term, temporary departures from the school rules may be submitted in writing to the Principal or a Deputy Principal. A learner must adhere to the normal rules, regulations and codes of the school until such permission has been granted.