



Waterkloof House
Preparatory School

**Waterkloof House Preparatory School
Code of Conduct for Pupils**

Upon entry into WHPS, both the boy and his parents become members of the School Community. It is the aim of WHPS that each boy should derive lasting benefit from this membership. It is not always for a young boy to realise that, on becoming a member of this community, the community depends on the boy for its well-being and the boy depends on the community for enriching him socially, intellectually, physically and spiritually.

The welfare of each boy is of concern to all and the welfare of all should be the concern of each boy. The larger community is ever ready to judge the behaviour of an individual as typical of the whole school community. Unfortunately this seem to happen more frequently wen the behaviour is bad than when it is good. It is our earnest desire that WHPS boys should attract attention in the right way and for the right reasons, such as good manners, self-reliance, common sense and sensitivity to the needs of others.

It is clear that if the school influence and home influence are working together in the same direction, much can be achieved. It is equally clear that little will be accomplished if the two influences are opposed. Therefore, we believe that any behaviour after school hours, during holidays or at half term, which may bring discredit to the school, becomes our concern.

Major Offences

Boys found guilty of any of the following offences may be asked to leave WHPS:

- Theft, including the borrowing of articles without the owners' consent.
- Any form of bullying, either mental or physical.
- Having in one's possession or using, smoking or inhaling any prohibited or habit forming substance or drug.
- Possessing or drinking alcohol.
- Having firearms, inflammable liquids or pornographic material in one's possession.
- Boarders breaking out of bounds at night.
- Bunking school or lessons.
- Cribbing.
- Sexual offences.

General Rules of Conduct

- Show respect for all member of school staff, adults and peers
- Show respect for the school by refraining from marking or damaging any school property.
- To refrain from using foul or abusive language.
- To wear the correct school uniform and sports kit to school and any other school function and to refrain from wearing inappropriate jewelry such as earrings, bangles, necklaces or chains.
- Hair should be neat and clean, cut in a conventional style and should not cover the ears or the collar. Fringes may not cover the eyebrows. Steps, hair dye, spray and gel are not permitted. Hair on top must be of a reasonable short length. No dreadlocks or braids are permitted.
- Boys should be punctual at all times.

- Boys may not enter the following areas unless accompanied by a teacher:
 - Ruddell Library
 - Swimming Pool Area
 - Design & Technology Centre
 - Library
 - Science Lab
 - Computer Centre
 - Art Studio
 - WHPS Theatre

- The following areas are out of bounds:
 - Kitchen and kitchen corridor
 - Staff Quarters
 - Staff cloakrooms
 - Sports kit rooms and store rooms
 - Boarding House (Day Boys)
 - Front of School during school hours
 - Admin Offices

No cellphones or communication devices, pocket Knives and expensive toys, games and electronic gadgetry may not be brought to school. Balls, excluding golf balls, may only be used in playing areas. Golf balls may not be brought to school.

- No ball games may be played in the front of the school.
- Boys leaving the school property after school or sport must be fully and neatly dressed and must be wearing socks and shoes.
- Boys may not leave the school grounds during school hours without permission.
- Boys should behave in an acceptable manner at all times and should recognize that WHPS Boys Rights and Responsibilities (attached), if employed, are solid guidelines for good conduct.

Disciplinary Procedure

1. If a boy is found to have transgressed in some way with an offense the staff member/teacher must decide with immediate effect the severity of the transgression.
2. Once this has been established the teacher may do one of the following:
 - Issue a misdemeanor, record this in his homework diary and Pencilbox. If required a punishment must be meted out.
 - Escalate the transgression to their HOD/Deputy Head Pupil Affairs/Deputy Headmaster if this is of a serious nature.
3. This management staff member will decide on the course of action listed below:
 - Investigate the transgression fully, calling witnesses and listening to all sides of the story.
 - Establish the suspicion of guilt or not guilty verdict.
 - Depending on the severity of the transgression, a disciplinary hearing may be called if the boy is suspected of being guilty.
 - The Headmaster must be informed and may be included in the disciplinary proceedings. At this moment in time a decision needs to be made on phoning the parents and informing them telephonically or requesting them to attend a meeting.

- An initial telephonic conversation or meeting will be used to establish whether there is a need for a disciplinary hearing if there is a need for a hearing to take place.
- The members of the disciplinary hearing committee needs to be established requiring either Deputy Pupil Affairs or Deputy Headmaster or The Headmaster to chair this hearing. This will depend on who is leading the evidence and the severity of the transgression. In extreme cases the Council disciplinary hearing committee will provide a representative.
- The parents must be informed of the date and time of the disciplinary hearing allowing for 48 hours' notice. The parents must be given the option of being present and or represented at the hearing.
- Once the disciplinary committee has investigated fully and a decision has been reached the verdict will determine the action taken against the boy.
- Depending on the severity of the transgression legal advice must be attained and the Chairman of Council kept informed.
- Once the verdict has been established and judgment made then the necessary punishment will be carried out.