



KING EDWARD VII SCHOOL

# POLICY & PROCEDURE

## KING EDWARD VII SCHOOL RULES - 2024

### THESE RULES ARE TO BE READ IN CONJUNCTION WITH THE SCHOOL'S CODE OF CONDUCT

#### As gentlemen, learners should at all times:

- guard against intolerant and prejudicial attitudes. They should respect the rights and dignity of others. In particular, no derogatory remarks should be passed about others and no intimidation (verbal or physical) should take place;
- have a sense of responsibility for the world we live in, respect for the environment, especially that of the immediate School, its grounds, its equipment, and its furnishings;
- develop a social conscience; be concerned for the welfare of others, especially at School;
- develop a political awareness, as this is basic to the understanding and appreciation of others at School;
- be self-disciplined.
- allow equal opportunity for everyone in the School;
- be honourable and honest, just, and fair;
- show moral courage.

#### Learners should :

- show respect for their own property, the property of others, and of the property of the School;
- not display rudeness in any form to anyone, inside or outside the classroom;
- not settle disputes by physical violence, but go to arbitration;
- respect and support individual and group achievements in all areas of the School;
- take advantage of all the School has to offer;
- be well-groomed at all times;
- take pride in the School, their behaviour always befitting the uniform;
- be punctual in arrival at School and class, and in work due;
- aim to achieve to the best of their ability;
- at all times show sportsmanship : avoid foul play, foul language, and gamesmanship;
- show grace in defeat, humility in victory; avoid arrogance;
- at all times be committed to all that they undertake, to the values of the School and in particular to academic achievement;
- live up to their obligations to the School and community.

All learners will be given copies of the School Rules which have evolved over the years and are designed to enable our large family of over 1000 people to live and work together in harmony.

All rules are consistent with the overall Code of Conduct. They are clear and understandable. Learners are expected to know and adhere to the School Rules. Ignorance of these rules is not an acceptable excuse.

#### A. DRESS

1. The School blazer and tie **must** be worn at all times at School, on the way to and from School. Cyclists are exempt, provided that they are not wearing any other definitive part of School uniform.
2. The Blazer must be worn with a sense of pride and must always be neat and clean. Missing buttons, including those on the cuff must be replaced. Any tears, especially those on or around the pockets must be repaired.
3. Shirts must be plain white (no pattern) with long sleeves and normal collar style. No extreme cut-away collars or fancy materials are acceptable. **No "button-down" collars and no "short-sleeved" shirts.**
4. Shirt top buttons must be fastened at all times and ties properly adjusted.
5. Trousers must be plain grey, neither tapered nor flared. Trousers must be neatly hemmed. No trousers may be altered to fit in with the latest trends or fashion of the day. Braces may not be worn.
6. Belts are compulsory and must be plain grey or black. **No large or fashionable buckles may be worn.**



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7. Socks must be plain grey.
8. Only conventional plain black lace-up shoes will be allowed. No boots or patent shoes are permitted. No buckles, coloured stitching or suede will be permitted.
9. All clothing is to be kept clean and in good condition and must be clearly marked with the owner's name.
10. No bottles of any sort are to be carried in blazer or trouser pockets.
11. No "Beanies"/"Skull Caps" are to be worn.
12. Mentors and Coloursmen may wear plain white pullovers and white scarves. Other learners (those who haven't been awarded colours) may wear the official grey school jerseys and green scarves which are available from the stockists. Grade 12 learners may wear the official grey 'Matric jersey' if they so choose.
13. The Boater (or Basher) with head band is an optional part of the School's official dress headgear. (Coloursmen may wear the red and white/green and white hat band.)
14. The wearing of headphones / earphones/EarPods is strictly forbidden.

## B. PERSONAL APPEARANCE/GROOMING

1. \* ***Hairstyle is regarded as an integral part of the uniform.***
  - \* Hair must be clean, neat, follow the shape of the head **and be clear of the collar. Long hair is not allowed.**
  - \* Styles tending to the extreme or following the fashion of the day will not be accepted.
  - \* Gel or other concoctions may not be used to slick the hair back or keep it in place.
  - \* ***Learners may not dye, highlight, or tint their hair.***
  - \* Learners with unacceptable hair will be required to remedy this immediately.
2. All learners must be **clean-shaven** at all times. **Sideburns may not be grown.**
3. Chewing of gum is not permitted at School or in School uniform.
4. Learners may not wear jewellery. This includes any / all body piercings.
5. Tattoos are not permitted. If a learner has tattoos, they must be covered, especially with regards to sports kit which tends to allow tattoos to be seen more easily.
6. No cosmetics products (apart from sunscreen) may be worn when in school uniform or when representing the school.
7. School uniform and/or school sports kit must be neat, tidy, and clean at all times.

## B. PERSONAL BEHAVIOUR

1. All learners are subject to the School Code of Conduct and must ensure that they read the document in full. A copy of the School Code of Conduct is available on the School's website. Copies are available from the front office as well if a learner/parent is unable to download the document from the website.
2. The preamble as mentioned above – **(As gentlemen, learners should at all times: as well as Learners Should)** must be read in detail and adhered to.
3. The school as well as all of its learners and staff are subject to the South African Schools Act, as well as the rules and laws of South Africa.
4. Smoking, alcohol, banned or illegal substances are not allowed. It is a punishable offence for a learner to be in possession of cigarettes, lighters, matches, alcohol, banned or illegal substances or to be in the company of learners who are smoking, drinking, or using or in possession of banned or illegal substances. With the advent of new smoking devices such as electric cigarettes, vaping devices, e-cigarettes / devices, please be advised that these are not permitted and are seen in the same light as smoking traditional tobacco cigarettes. Please note that this includes other smoking paraphernalia such as the hookah (Hubbly bubbly), pipes, snuff, and the likes thereof. **This is inclusive of sports enhancing or performance enhancing drugs. See School Code of Conduct this document makes reference to ALL banned substances.**
5. Learners are to be prepared for class at all times. Homework is to be done at all times.

### Refer to School Code of Conduct.

6. The selling of items at the School by any learner is strictly prohibited.
7. The bringing onto the campus or discharging of any form of fireworks is strictly forbidden.
8. Rules as well as laws of the land and 'common sense' must be adhered to and upheld at all times with regards to personal behaviour.



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## C. SPORTS DRESS

1. The prescribed sports kit must be used for practices and matches.
2. The only tracksuit accepted is the plain red one. The "fleece top" is not part of the School tracksuit. Conventional training shoes must be worn.
3. Learners must wear the school red T-shirts and white shorts for physical education – **no logos** allowed.
4. When changing for games or physical education, learners must use the changerooms.
5. Only the red Speedo-type costumes may be worn by learners using the swimming pool. **Learners may not leave the swimming pool enclosure unless they are fully dressed.**
6. The following dress is to be worn to matches or by learners returning home after matches or practices
  1. full School uniform or full red tracksuit
  2. School blazer with cricket, tennis, or squash kit.
7. The official, red-peaked cap may be worn by all sportsmen. The official, red-peaked cap may not be worn with the School uniform.
8. A cricket cap may be worn with cricket sports kit only.
9. Learners walking to and from the Old Edwardian grounds must wear full uniform or official red track suit tops with either white shorts or the track suit pants.
10. Learners playing Tennis or Basketball are to wear proper court shoes. Plain shorts and shirts (no advertisements) must be worn. Non-marking shoes must be used on courts. NO school shoes allowed.
11. Shirts may not be removed except when identifying practice teams.
12. Sports dress and / or kit specifically designed and supplied for tournaments and / or tours may only be used during that particular time. These items are **NOT** part of the prescribed school dress. This includes shirts used at and during the School's own Easter Festival. Festival kit is used in and during the Easter Festival only.
13. Training shoes / "takkies" are to be worn with sports kit. No sandals / "flip-flops" / "slides" or canvas shoes are allowed.
14. Socks must be plain white in colour. Exceptions are permitted i.e., rugby and hockey socks which are sports specific.
15. A learner who has been absent from school for 10 or more school days in a 'school calendar year' without approved medical reasons/letter is not permitted to partake in extra-curricular (both sports and cultural activities) activities.
16. The official plain green rugby jersey is a practice jersey and therefore can only be used at rugby practice. It may not be worn at matches/games, nor may it be used as a 'warm up' top at a match/game.
17. Turning sports tops 'inside out' after matches/games is strictly prohibited.

## D. MANNERS

1. **Learners are expected to greet members of staff, adults, and visitors and to extend the courtesies of hosts to our visitors.**
2. Learners are not to walk in front of spectators at any time.
3. Seated learners should stand when Educators enter a room or when approached by adults
4. No vulgar or unacceptable language is to be used. Do not embarrass the School by using unacceptable language.
5. All King Edward VII School learners are to show courtesy inside, as well as outside, the classroom.

## E. RULES APPLYING WITHIN THE SCHOOL BUILDINGS

1. Order and quiet are to prevail in the School buildings at all times.
2. No learner, except a mentor, may enter the School through the main entrance unless accompanied by a member of staff.
3. Learners must please **not** wait in the Memorial Gardens before School and during breaks; they are asked to congregate east of the steps leading into the Memorial Garden.
4. The path to the north of the School buildings is not to be used by learners. The quadrangle between the Faber and Science wings is for the use of learners in Grade 12.
5. The School buildings and classrooms are out of bounds before and after School and during breaks, except when an Educator is present or when official School activities have been organised and approved by a member of staff. No learners may be in a classroom unsupervised.



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6. Learners moving between Rooms 1 to 15 are asked to use the west staircase for "going down" and the east staircase for "going up". This alleviates congestion on the staircases. Learners moving between the Faber or Science wing and the quadrangle are asked to use the Science (north-west) staircase.
7. Keep left in the corridors to allow free movement. Running and unnecessary loitering must be avoided.
8. **No food or drink is to be consumed in any of the School buildings.**
9. All breakages must be reported to the Secretary's office immediately. Any cost of repairs due to negligence will be borne by the learner's parents.
10. Learners may read or work in the library which is not to be used for social meetings.
11. The School buildings and facilities are to be respected at all times. Vandalism of any kind will not be tolerated.
12. Learners may not enter the school buildings in the morning until the 1<sup>st</sup> bell has rung, i.e., 07h35.
13. No learners are allowed in the school buildings during break time.
14. The School Hall is seen as a classroom as such, and the same rules apply.
15. Learners may not congregate, meet, or socialise in any of the School toilets or change rooms.

## F. RULES APPLYING TO THE SCHOOL GROUNDS

1. No littering is permitted.
2. No cycles may be ridden on the School grounds.
3. When entering the School grounds cyclists, motorists and motorcycle riders are asked to exercise extreme caution moving through the pedestrian areas.
4. Learners using their own transport may only park in the School Grounds after they have produced a valid drivers' licence and that vehicles display the approved disk. **Learners may not go to their cars at any time during the school day.** Furthermore, the vehicle may not be used as a locker or storage facility. Additionally, learners may not sit in their vehicle before or after school. The vehicle must be parked, and learners must alight from it and move to class. Loud music will not be tolerated. Learners who drive recklessly on or in the school property will be barred from parking in/on the school's property. Learners are to sign all necessary forms/documents in order to obtain a parking permit.
5. As per the Boarding establishment rules, no boarder may have a vehicle of any sort at the school.
6. To avoid accidental injury to body and property, learners must refrain from throwing stones, acorns, etc.
8. To preserve the playing fields learners are asked to walk on the paved areas and not take shortcuts across the fields. Learners must remove their school shoes when playing on the field.
9. The following areas are out of bounds: the areas around the Science laboratories, the Technology centre, art classes, swimming pool, cricket nets, stands between main rugby field and AstroTurf and the Rob Wray Pavilion. **No learners are permitted in the swimming pool enclosure unless a staff member is present.**
10. No ball games may be played on any paved or tarred areas in the proximity of any buildings or in Oak Street where cars are parked.
11. **Learners are to remain in the School grounds during breaks. Furthermore, once a learner has entered the school property, with particular reference to the morning before school has started, they may not exit until the official school day is over.**
12. Learners may not go onto a field on which maintenance machinery is being used.
13. Only the following dress is acceptable on the school property:
  - \* Full school uniform
  - \* Approved sports kit

Please note that this includes weekends, public holidays as well as holidays.

14. The filming, photographing and distribution of any images, clips or videos taken at or in the School Grounds or building of King Edward VII School, is prohibited. Only the Photographic Society has permission to video or photograph at or in King Edward VII School. Furthermore, the Photographic Society must adhere to the correct protocols.
15. Learners who are not involved in official sports practice, cultural practice or academic support must vacate the school property with immediate effect. On a Monday, Tuesday, Thursday, and Friday learners must exit by 15h00 latest. On a Wednesday learners must exit by 14h00 latest.  
Only learners involved in these official activities may be permitted to be on the school campus and must exit the school campus on the completion of the practice or academic support.

Learners waiting for transport, or waiting for a sibling, must wait in the secure waiting area provided.



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Please note the tuckshop is NOT a waiting area.

Support of sport and cultural activities is encouraged; however, this is on official match days, namely Saturday. The watching of sports or cultural **practices** is prohibited.

Learners found loitering in and around the school buildings, tuckshop, or sports fields after the prescribed time/s and who are not in the secure waiting area will be placed in a Headmasters Detention on Saturday.

16. There are to be no 'pick up' games/matches of any kind organised by learners after school. All sporting activities are to be supervised by a staff member, school coach or boarding master.
17. The waiting area is part of the school building and therefore no games, ball games or likes thereof are to be played. Behaviour in the waiting area must be of the highest standard. Learners are to show respect to the Security Officers in that area as they are members of the King Edward VII School Staff. Learners are to adhere to the instructions given by the Security officers at all times.

## G. PUNCTUALITY

1. Learners who are late at the start of the day, are to report to the front office via the main pedestrian entrance.
2. After assembly and in-between lessons learners are to go directly to their classes. After break learners are to be in their classrooms by the second bell.
3. Learners are to go to their desks and take out their books and wait for the Educator's invitation to sit and take off their blazers
4. Learners who are late without a valid excuse will serve a detention on the day of their late coming.

## H. PERSONAL PROPERTY

1. **Radios, cellphones, I-Pods**, or other electronic equipment **may not** be used at School. **Should any of the above items be confiscated, the learner will be placed on detention. The School will NOT be held responsible for any damage, loss, or theft of these items.** The phones in the front office may be used, with permission, in the event of an emergency. Cellphones may be used after school for emergencies only. Cellphone calls must be made discreetly, i.e., boys must stand to one side and not make the content of their conversation public.
2. All items of uniform, of sports-kit; all textbooks, exercise books, calculators, etc., **MUST** be clearly marked with the learner's name.
3. Learners' names must be **PRINTED** on their School and kit bags in letters at least 40mm high. (*This facilitates identification of bags for security purposes.*)
4. Bicycles should be chained to a post.
5. Any article found in the School or on the grounds should be handed in at the Secretary's office. Lost property may be claimed from the Front Office. Unmarked items not timeously collected will be sent to the School Shop.
6. Valuables may be given to Educators for safekeeping during any activity at the learner's own risk. Valuables **must not** be left in school or tog bags or in the change-rooms. Educators are not responsible for any items that go missing.
7. In their own interests' learners **must not** leave school or kit bags lying around.
8. Bags must be placed in the quadrangle or in the designated area during assembly.
9. **No weapons of any kind are to be brought to School. (Refer to the School Code of Conduct.)**
10. **N.B. The School will not be held responsible for any lost / stolen items. Only the assets of the School are insured. The personal effects of the Learners are not covered as this is the responsibility of the Parents.**
11. Lockers are strategically placed around the sports field for the safe keeping of small items, such as cell phones, wallets, and keys. Own locks are to be provided by the Learners.

## I. THE TUCKSHOP

1. The School Tuckshop provides all the food requirements of learners. Street vendors are not permitted on the School property. Learners **may not** sell any goods on the School property.
2. Learners are to queue and only to go to the counter when a serving place is vacant.
3. "Pushing-in" is not permitted.
4. Appropriate manners and language at all times.



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## J. SERIOUS MISCONDUCT / CODE OF CONDUCT

1. Any learner who commits an offence under the category of serious misconduct will be dealt with in accordance with the SA Schools' Act Regulations and Legislation and School Code of Conduct.
2. Each learner is required to read the School Code of Conduct in order to promote positive discipline, self-discipline, and exemplary conduct.
3. Learners are expected to be aware of, and adhere to, the School's Code of Conduct and School Rules.
4. The School's Code of Conduct and Rules are approved by the SGB.
5. Ignorance of the School Code of Conduct or the School Rules is NOT a defence when one has transgressed. As stated above as well as in Section B: Personal Behaviour, all learners must adhere to as well as uphold the School Rules as well as the School Code of Conduct. Furthermore, all learners must familiarise themselves with these and if there is a further need for clarification or explanation they must meet and ask for assistance through the House System. If clarity is not reached or obtained the learner can seek assistance through the RCL or discuss with a Deputy Headmaster and/or Headmaster.
6. Any form or use of social media that infringes on the rights of other Learners, will be seen as serious misconduct, if done on and/or from the School campus or building or done while representing the School (in an official capacity) or if the Learner can be identified by wearing official King Edward VII School uniform or sports kit. Any transgressions on social media platforms when at School or within the campus or while representing the School will be dealt with accordingly.