

- **School Hours**

Monday to Thursday: 07:30 – 13:30

Friday: 07:30 – 13:00

- All learners must be on time for school.
- No learner is allowed to leave the school grounds without permission of the principal or vice principal.
- Parents who collect their children during school hours need to sign them out at the office.
- If a child is collected by any person who is NOT a parent of the child, a letter of permission or permission via phone must be presented as proof.
- All learners who wait to be picked up must wait within the school grounds.
- The school closes earlier than usual on the last day of the school term. These times are indicated on the year planner.

ABSENT LEARNERS

- Learners must have a valid reason to be absent from school.
- Parents who wish to fetch their children during school hours, need to have permission from the school principal.
- Learners who are absent for longer than 2 days, need to hand in a doctor's certificate.
- If a learner becomes ill or is hurt during school hours, it needs to be brought to the school's attention. Such a learner may only be fetched from school by someone other than their parents if there is proof of permission.
- No learner is allowed to phone home when falling ill at school. The teacher /office personnel will contact the parents.

SCHOOL UNIFORM AND PERSONAL APPEARANCE

- The official school uniform of E.S. Le Grange is compulsory for all learners. Exceptions can only be made if a written request from the parents have been received and the Management Team allows it. The rules pertaining to the school uniform is applicable during school outings as well.

SUMMER UNIFORM (1 September – 30 April)

(School track suits and pants with skirt can be bought at the school.)

BOYS

- Blue school shirt (tucked into pants)
- Grey shorts or long pants (No 'skinny' pants allowed)
- Black belt
- Navy pull over
- Black school shoes
- Grey socks (No colored or happy socks allowed)
- Blue cap (No wool caps/ beanies during summer!)

GIRLS

- Blue school shirt
- Navy school pants with skirt
- Navy skirt – no shorter than 7cm above knee
- Navy pull over
- White school socks
- Black school shoes (No buckles may be cut off and no beads may be threaded into shoe laces)
- Blue cap (No woolen caps/ beanies during summer!)

WHEELCHAIR LEARNERS

- Applicable clothing will be communicated to the parents by the class teacher at the beginning of the new year.

WINTER UNIFORM (1 May – 31 August)

BOYS

- Blue school shirt (tucked into pants)
- Grey long pants (No 'skinny' pants allowed)
- Black belt
- School track suit
- Navy pull over or jersey
- Black school shoes (when wearing long grey pants)
- Tekkies / Sneakers (when wearing school track suit)
- Grey socks (No colored or happy socks allowed)
- Blue cap or wool cap/beanie

GIRLS

- Blue school shirt
- Blue skirt
- Grey/Navy long pants (No 'skinny' pants allowed)
- Navy/black stockings (No socks may be worn over stockings)
- School track suit
- Navy pull over or jersey
- Black school shoes (when wearing long grey pants)
- Tekkies / Sneakers (when wearing school track suit)
- Blue cap or wool cap/beanie

OTHER

- Navy blue drimacs are allowed.
- Navy blue gloves, caps and beanies are allowed during winter, but no 'peaks'.
- Learners who received provincial clothes in a sport may wear this on Fridays only.
- Only official school ties – available at the office – may be worn by VP learners.
- Any special requests regarding school uniforms must be communicated in writing to the school principal.

On out weekends, casual clothes may be worn on a Friday.

Clothing during Out Weekends (Boys and Girls)

Every Friday prior to Out Weekend or the day the schools close, learners are allowed to wear plain clothes to school. The following rules apply:

- Boys and girls need to appear neat.
- No inappropriate or revealing shorts will be allowed, only proper shorts for girls and boys.
- No halter neck- or strapless dresses.
- No short blouses where the tummy can be seen. No 'boob tubes' are allowed.
- No see through clothing where underwear can be seen.
- No inappropriate clothing – this is still a school day!

MAKE UP

- May only be worn on Fridays when it is weekend out.
- Boys are NOT allowed to wear make up to school.
- No graffiti on body. Learners are not allowed to draw on any part of their body or clothing.

HAIR - BOYS

- Hair must be short and neat
- Fringe may not cover eye brows
- No 'mohawks'
- No 'dreadlocks'
- No patterns may be cut into hair

BEARDS

- Older boys must be cleanly shaven – mustache, beard and sides.

HAIR - GIRLS

- Hair must be clean and neatly tied away from the face.
- Hair touching the collar must be tied.
- No highlights or colored hair allowed.
- 'Braids' are allowed but need to be the same color as hair.
- No shaved hair styles.
- Long hair must be tied with a blue elastic or ribbon.
- Navy blue bandanas will only be allowed when folded and used instead of an Alice band.

JEWELLERY

- Boys and girls are allowed to wear wrist watches.
- Girls may wear small ear studs or loops.
- Only one earring per ear is allowed.
- Only 'medical alert' bracelets are allowed.

NAIL CARE

- Short and clean finger nails. No long pinky nails allowed.
- Only clear nail polish allowed.
- Exceptions in terms of nail art will only be made to learners who attend the Nail- and Beauty classes, but this will be done with the teacher's permission.

RULES DURING BREAK TIME AND OTHER SOCIAL EVENTS

- Both boys and girls use the same break area, under supervision of 2 adults.
- Learners are allowed to stand in groups to chat and play.
- No physical contact such as hugging, kissing or holding of hands is allowed between learners.
- No chatting or playing outside of break.
- Permission to use the bathroom must be given by the teacher /class assistant.
- No school shoes allowed on netball courts.

GENERAL BEHAVIOR BY LEARNERS

- Show respect towards teachers, adults, fellow learners and their property at all times.
- Greet all visitors and teachers friendly and with respect.

THE FOLLOWING BEHAVIOR IS NOT ALLOWED AT OUR SCHOOL :

- Fighting, pushing and shoving, wrestling, bullying and bribing
- Threatening of other learners or teachers
- Swearing, rude remarks, gossiping, hate speech or insults
- Swearing by means of hand signs
- Teasing of other learners
- Rude remarks about another person's appearance or inabilities
- Racism

- Stealing or hiding another person's property
- Dishonesty. Lying is seen as a serious offense
- Disobedience or ignoring of a teacher's request
- Deliberate spitting or biting

DISCIPLINE WHEN SCHOOL STARTS

- Before school, all learners line up in front of the personnel break room.
- When the bell rings, all learners must move swiftly to their classes or assembly points.
- No casual strolling is allowed.

DISCIPLINE WHEN SWITCHING CLASSES

- Learners walk quietly with the rest of their class.
- No pushing, shoving or wrestling allowed.

CLASSROOM DISCIPLINE

- All classroom rules need to be obeyed.
- When announcements are made, learners must keep quiet and pay attention.

CELL PHONES

- No cell phones or personal tablets are allowed during school hours.
- The school takes no responsibility for the loss of any cell phones.
- Learners who bring their cell phones to school will have their phones confiscated and given to the Head of Department for safe keeping.
- No photos of any learner may be taken by other learners or visitors.

RADIOS AND BEAT BOXES

- NO beat boxes, radios, tablets or speakers are allowed during school hours.
- These rules also apply to school outings.

SCHOOL GROUNDS, BUILDINGS AND EQUIPMENT:

- Keep the classroom and school grounds neat at all times.
- No littering is allowed.
- Furniture and equipment may not be deliberately damaged in any way.
- Keep bathrooms and toilet facilities clean at all times. No toilets or wash basins may be clogged.
- No learner may fiddle/play with a fire extinguisher, switchboard, camera or any electrical installation.
- Any deliberate damage done to school property (ex. breaking windows) will be financially covered by parents of the learner.

DISCIPLINE WHILE WAITING FOR TRANSPORT

- Two personnel will be on duty for supervision.
- Learners are allowed to wait in the Lapa area or on the grass to be picked up by their parents/transport.
- Learners may not run around and chase one another while waiting for transport.
- Assistants and taxi drivers must make sure that the learners are on the correct taxi.
- Parents who collect learners must park their cars and get out to collect their children.
- Learners may not be picked up later than 14h00 on Mondays to Thursdays, except when special arrangements are made with the school. On Fridays learners must be collected before 13h30.

When any learner fails to act in accordance to these rules, appropriate action will be taken and if necessary, parents will be contacted.