

LORETO CONVENT SCHOOL  
135 Nana Sita Street, Pretoria  
loreto.co.za

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# CODE OF CONDUCT

Learners · Educators · Parents  
*Learning and Leading in Love and Justice*  
*'Cruci Dum Spiro Fido'*

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Approved: 20 April 2026 · Review: April 2027

## 1. PREAMBLE

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This Code of Conduct has been drawn up to facilitate a disciplined and purposeful environment that reflects the ethos, vision, and Catholic nature of Loreto Convent School, and to ensure that effective learning and teaching take place. It sets out guidelines for learners, educators, and parents with a view to creating and sustaining such an environment.

This Code is grounded in the Constitution of the Republic of South Africa and the democratic values of human dignity, equality, and freedom. Where it reflects the Catholic and Christian character of the school, the rights of those from other religious traditions are fully recognised.

The Code has been developed by educators, learners, parents, and the Board of Governors. All stakeholders are committed to it as partners in the education of each learner. It is reviewed annually.

## 2. OUR VISION & MISSION

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### Vision

*Learning and Leading in Love and Justice*

### Mission

*As the educating family of Loreto Convent School, it is our aim to establish a Christian community based on Gospel values and the Loreto tradition, in which the potential of each person will be fully developed. We will strive to do this by evangelisation, example, prayer, responsible discipline and unconditional acceptance of one another. By setting high educational and moral standards, we aim to produce well-educated, mature, self-disciplined citizens who will serve their own community and their country.*

### 3. CODE OF CONDUCT FOR EDUCATORS

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Every educator receives a copy of this Code and is required to sign it.

1. Acknowledge the calling of the teaching profession to educate and develop the whole person.
2. Uphold the Bill of Rights as represented in the Constitution of the Republic of South Africa.
3. Act in accordance with the ideals of the teaching profession as expressed in the **SACE Code of Professional Ethics**.
4. Conduct themselves in a manner that does not bring the teaching profession or the school into disrepute. Adhere to the dress code as determined from time to time by the school.
5. Uphold and actively support the **Catholic ethos** of the school.
6. Educators who conduct themselves professionally have the right to be respected and acknowledged by colleagues, management, learners, parents, and others. Educators may take legal action against any person who violates their constitutional rights.
7. Personal conduct — including activity on the internet and electronic media — must not impact negatively on the ethos or reputation of the school.

### 4. CODE OF CONDUCT FOR PARENTS & GUARDIANS

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The parent or guardian of each learner receives a copy of this Code and is required to sign it. The ultimate responsibility for the behaviour of learners rests with parents and guardians, who are required to:

1. Acknowledge that they are partners in education with the school and with their children.
2. Support the school and require learners to observe all school rules and respect this Code.
3. Accept responsibility for any misbehaviour on the part of their child.
4. Support the school's disciplinary procedures, provided they are conducted fairly and in accordance with applicable law.
5. Take an active interest in their child's schoolwork and ensure homework is completed on time.
6. Ensure the learner has the correct textbooks, stationery, uniform, and all requisites for full participation in school life, all clearly labelled.
7. Ensure the learner arrives at school on time and is collected promptly. Notify the school of any absence or late collection timeously.
8. Supply all information relevant to the wellbeing and education of the learner.
9. Monitor the learner's progress and inform the school of any circumstances that may adversely affect performance.
10. Pay school fees and all other amounts due on time, in terms of the Contract of Enrolment.
11. Uphold and respect the **Catholic ethos** of the school at all times.

## 5. CODE OF CONDUCT FOR LEARNERS

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Every learner receives a copy of this Code and is required to sign it. The following rights and responsibilities apply to all learners at Loreto Convent School.

1. Learners have the right to a **safe, inclusive, and supportive learning environment** free from discrimination, bullying (including cyber-bullying), and all forms of abuse.
2. Learners have the right to **dignity and privacy**. Respect for one another's beliefs and cultural traditions is expected at all times.
3. Learners have the right to **due process** in all disciplinary matters — to be heard, to know the case against them, and to respond before any finding is made.
4. Learners have the right to **freedom of speech**, which includes the right to seek, hear, and read. This right does not extend to vulgar language, insubordination, or conduct that disrupts the school or infringes on the rights of others.
5. Learners have the right to **regular education** and the responsibility to attend school punctually, complete set work, and develop to their full potential.
6. Learners have the responsibility to **act respectfully** toward all persons in the school community — greeting adults, helping those in need, being punctual, and not hindering learning.
7. Learners have the responsibility to **dress neatly** and in accordance with the school uniform code at all times.
8. Learners have the responsibility to **uphold the Catholic ethos** of the school and to participate respectfully in all religious activities, including Mass.
9. Learners have the responsibility to **abide by this Code** and to accept disciplinary procedures imposed by the school, provided they are fair and just.
10. The **Representative Council of Learners (RCL)** represents the interests and views of learners. RCL members serve the learner body and act as a channel of communication between learners, educators, and management.

## 6. GENERAL SCHOOL RULES

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Sections 6 to 10 below provide a summary of the School Rules. Refer to **Annexure A** for the complete and detailed School Rules.

### 6.1 Jurisdiction

- **Gate-to-gate:** Learners are under school discipline from the moment they enter the gates until they leave.
- **Ambassadors:** This Code applies whenever a learner is in uniform or civvies, regardless of location, date, or time.
- **Public conduct:** Conduct that brings the school into disrepute — whether in person or online — is a disciplinary matter.

### 6.2 Device Policy

- **Primary School:** Cell phones of any type are not permitted at school.

- **High School:** “Calls and SMS only” phones with no internet access are permitted. Smartphones are strictly prohibited.
- **Confiscation:** A smartphone found in a learner’s possession will be confiscated for three months and returned only on payment of a R500 fine.
- **Storage:** Permitted phones must be locked in lockers before school, or handed in at reception on arrival.
- **Smartwatches:** No smartwatches are permitted at school.

### 6.3 Uniform & Appearance

- **Dresses/Skirts:** Length must not be shorter than four closed fingers from the floor when kneeling.
- **Blazers:** Compulsory for Grades 4–12. Must be worn to and from school and during Mass and Assembly.
- **Hair:** Must be neat and tidy. Braids and locs must follow the natural contour of the head and match the natural hair colour. No Mohawks, beads, or shaved patterns. Hair accessories must be white, black, or navy.
- **Nails & Makeup:** Nails must be short and clean. No nail varnish, makeup, or lip gloss. Tattoos are not permitted.
- **Jewellery:** One plain gold or silver stud or sleeper per ear lobe. A cross or crucifix on a chain may be worn under the shirt. Cultural or religious items may be worn with the Principal’s permission, out of sight.

### 6.4 Campus Logistics

- **Classrooms:** Must be kept tidy. Food, juice, coffee, and chewing gum are prohibited inside the building. Only plain water may be consumed in class.
- **Examinations:** Learners must have blue pens and pencils in a transparent bag. Correction fluid is not permitted. Cheating results in an immediate zero and disciplinary action.
- **Lockers:** Available for R60 per year. Fines apply for lost keys and cutting locks.
- **Money:** Cash sent to school must be in a sealed envelope marked with the learner’s name, class, amount, and purpose. EFT is the preferred payment method.

## 7. ATTENDANCE & PUNCTUALITY

### 7.1 School Hours

| School         | Monday–Thursday             | Friday      | Exam periods  |
|----------------|-----------------------------|-------------|---------------|
| High School    | 07:35–14:00                 | 07:35–13:45 | Dismiss 11:00 |
| Primary School | 07:35–14:00 (Mon, Tue, Thu) | 07:35–13:15 | Dismiss 11:00 |

The bell rings at 07:35. Late arrival requires a Late Slip from reception and is recorded in the demerit system.

### 7.2 Absence

- **Notification:** Parents must inform the school of a learner’s absence on the day of the absence.

- **Documentation:** A written note or medical certificate is required on return. A doctor's certificate is mandatory for absences exceeding two consecutive days or where a formal assessment is missed.
- **Unexcused absence:** In terms of the National Policy on the Management of Learner Attendance (Government Notice 907 of 2010), unexcused absence exceeding 20 days in a year may result in the learner being barred from writing final examinations.

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## 8. AFTERCARE & TRANSPORT

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- **Hours:** Aftercare operates until 17:30 promptly.
- **Late collection fine:** A penalty of R80 per hour (or part thereof) applies for collection after 17:30.
- **Non-Aftercare learners:** Learners not in Aftercare who remain on campus after 16:00 will incur the late collection fine, unless on days when extra-curricular activities end later (e.g. netball matches, choir performances).
- **Gates:** High School learners use the Nana Sita Street gate. After 14:30, and for all Primary School learners, the Visagie Street gate is used.

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## 9. THE MERIT & DEMERIT SYSTEM

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Positive conduct is recognised through merits; misconduct is recorded through demerits. The system applies across all year groups and is tracked in the school's database to ensure consistency, fairness, and transparency.

### 9.1 Thresholds

- **Grades 4–7:** A detention notice is issued once a learner reaches –50 negative points.
- **Grades 8–12:** A detention notice is issued once a learner reaches –50 negative points.
- **Detention schedule:** Friday afternoons, 14:00–16:00 (High School); Wednesday afternoons (Primary School).

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## 10. SERIOUS MISCONDUCT

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The following offences trigger an immediate Disciplinary Inquiry and may lead to suspension or expulsion:

- **Substance abuse:** Possession, use, or distribution of illegal drugs, alcohol, or vaping devices on or off school premises while in uniform or civvies.
- **Violence:** Fighting, assault, or severe bullying causing physical or psychological harm.
- **Weapons:** Possession of any dangerous object, firearm, or replica weapon on school premises.
- **Gross academic dishonesty:** Cheating in formal examinations or assessments, including the unauthorised use of AI-generated content.
- **Sexual misconduct:** Any unwanted conduct of a sexual nature, including the creation or distribution of intimate images.

- **Criminal conduct:** Any conduct on school premises constituting a criminal offence under South African law.

## 11. DISCIPLINARY PROCEDURE

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### 11.1 Minor Offences

Minor offences include: late homework, uniform infringements, disruptive behaviour, and similar. These are addressed through the demerit system. An accumulation of demerits triggers detention in accordance with the thresholds in Section 9.

### 11.2 Behavioural Guidance Meetings

Where a learner accumulates three detentions, a Behavioural Guidance Meeting is convened with parents, the class teacher, the relevant SMT member, and the Principal. A written warning is issued.

Three written warnings result in a formal Disciplinary Hearing.

### 11.3 Formal Disciplinary Hearing

- Parents receive a minimum of **five school days' written notice** of the hearing, including the charges and the evidence to be considered.
- An **independent chairperson** presides. The learner has the right to be accompanied by a parent or guardian.
- The learner has the right to hear and respond to all evidence before any finding is made.
- A written record of the hearing, the finding, and the sanction is retained in the learner's file.

### 11.4 Suspension

- Where the safety of the school community requires it, the Executive Principal may impose an immediate **precautionary suspension** pending a formal hearing.
- A suspended learner must continue to receive school work and remains enrolled. Suspension does not prejudice the outcome of the hearing.
- In terms of section 9 of the South African Schools Act 84 of 1996, a suspension may not exceed **five school days**.

### 11.5 Expulsion

- Expulsion is a measure of last resort, recommended by the Executive Principal to the Board of Governors following a formal hearing at which the learner has had a full opportunity to respond.
- The **Board of Governors** is the expulsion authority at school level.
- All expulsion decisions are subject to **section 9 of the South African Schools Act 84 of 1996**.

### 11.6 Appeals

- A learner (through their parent or guardian) may appeal an expulsion decision to the Board of Governors within **five working days** of the written decision.

- Should the Board's decision be upheld on appeal, the family retains the right to escalate the matter to the **Member of the Executive Council (MEC) for Education (Gauteng)** in terms of section 9(7) of the South African Schools Act 84 of 1996.

### 11.7 Restorative Process

Consistent with the school's ethos of Accompaniment, the school may — at the discretion of the Executive Principal and School Counsellor — offer a restorative process alongside formal disciplinary consequences. A restorative process accompanies consequence; it does not replace it.

## 12. SCHOOL HOUSES

Each learner and educator is placed in one of three Houses, named after the Archangels.

| House             | Colour | Meaning & Patron                                                                                   |
|-------------------|--------|----------------------------------------------------------------------------------------------------|
| <b>St Michael</b> | Yellow | "Like unto God" — it is through the gracious providence and love of God that we strive to be holy. |
| <b>St Gabriel</b> | Green  | "Strength of God" — Gabriel was sent to Mary as God's messenger at the Annunciation.               |
| <b>St Raphael</b> | Red    | "Healing of God" — Raphael was sent to heal Tobias of his blindness.                               |

Points are earned through academic performance, sport, cultural activities, exemplary behaviour, and participation in school events. The winning House is awarded the House Trophy at the end of the year.

## APPROVAL

Adopted by the Board of Governors of Loreto Convent School on 20 April 2026.



**Ms Fatima Rawjee**

Chairperson: Board of Governors

Date: **30 June 2026**



**Mrs Suzette Truter**

Executive Principal

Date: **30 June 2026**

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**UNDERTAKING BY PARENT AND LEARNER**

*Having read this Code of Conduct and the School Rules, I/we accept them and agree to abide by them.*

*I/we understand that a breach of the above may result in disciplinary action against the learner.*

|                            |        |       |
|----------------------------|--------|-------|
| Name of Learner:           | Grade: | Date: |
| Learner signature:         |        |       |
| Parent/Guardian signature: |        |       |