



# SCHOOL RULES

## 1. LINING UP

- 1.1 Learners must go to their lines immediately at the sound of the first bell.
- 1.2 When the second bell goes, there must be silence, and learners must be ready to lead into class.
- 1.3 Nobody may arrive late at the lines.

## 2. CLASSROOMS

- 2.1 Learners are not allowed in the classrooms before or after school, or during breaks, unless an educator is present.
- 2.2 Classrooms and desks must be always kept clean and tidy.
- 2.3 Writing on walls, desks and furniture is strictly forbidden.
- 2.4 Learners are not allowed to talk in, or walk around, the classrooms during lessons unless they have been given permission by the educator.
- 2.5 If, for some reason, the educator must leave the classroom, an assistant must be called. Under no circumstances may a class be left unsupervised.
- 2.6 When learners leave the classroom, they must make sure that it is tidy, and each learner must ensure that their desk is neatly organised.
- 2.7 No clothes or bags may be left in the cubbies outside the classrooms after school.
- 2.8 When entering another educator's classroom, learners must knock, enter and greet in a polite manner.
- 2.9 No learner may eat during class hours. The educator may confiscate the food.

## 3. PASSAGES

- 3.1 Learners may not talk, run, play or loiter in the passages before, during or after school hours.
- 3.2 When changing classes, learners must move in single file on the lefthand side

of the passage with schoolbags carried away from the wall.

- 3.3 When learners move to and from classrooms at the beginning and the end of the day, and the beginning and the end of breaks, they must walk in two lines.
- 3.4 Learners may not drag their feet on the floors in the passages, as this leaves black marks.
- 3.5 The cubbies and workstations outside the classrooms may not be tampered with.
- 3.6 Learners may not eat in the passages nor the cloakrooms.
- 3.7 No playing of games is allowed in the passages.

## 4. PLAYGROUND

- 4.1 During breaks learners must play in their respective designated areas.
- 4.2 Learners must throw wrappers, peels, bread crusts, empty bottles/cans, etc. in the correct bins.
- 4.3 Learners may not play between or near the motor vehicles parked on the school premises.
- 4.4 Tampering with motor vehicles parked on the school premises is not allowed.
- 4.5 Climbing of trees, breaking of branches and pulling off leaves and berries is not allowed.
- 4.6 Climbing over fences is prohibited.
- 4.7 Games that stain, tear or damage school clothes are not allowed.
- 4.8 Rugby, cricket, tennis, netball, etc. may not be played in school uniform. The correct sports attire must be worn for this purpose.
- 4.9 No hardball games may be played.
- 4.10 The netball posts may not be used for basketball.
- 4.11 Any form of fireworks (e.g. firecrackers), BB guns, firearms or dangerous knives

are strictly prohibited on the school premises.

- 4.12 Learners may not chew bubble gum on the school premises.
- 4.13 Learners may not enter nor leave the school via the foyer.
- 4.14 The school playgrounds are there for the enjoyment of all learners. Allow your fellow learners this privilege.
- 4.15 If anything is broken or damaged during break time it must be reported to the principal/deputy principal immediately.
- 4.16 No learner is allowed to leave the school premises during school hours without the permission of the principal/deputy principal.
- 4.17 Learners may not play in the garden area in front of the school.

#### **5. TOILETS/CLOAKROOMS**

- 5.1 Learners who do not follow hygienic practices in the toilets/cloakrooms will be dealt with severely.
- 5.2 Toilets must be flushed after use.
- 5.3 Learners may not mess with the toilet paper in the toilets/cloakrooms, e.g. force toilet paper rolls into the toilet or throw balls of wet toilet paper up against the ceiling.
- 5.4 Soap at the washbasins must be used to wash hands after a visit to the toilet.
- 5.5 In and around toilets (and urinals in boys' cloakrooms) must be kept neat, clean and hygienic at all times.
- 5.6 Learners who behave in an improper, indecent, unhygienic and/or destructive manner in the toilets/cloakrooms, will be dealt with severely.
- 5.7 Hanging out in the toilets/cloakrooms is strictly forbidden. It is not a meeting place!
- 5.8 Learners are not allowed to eat nor drink in the toilets/cloakrooms.

#### **6. TUCK SHOP**

- 6.1 Learners must line-up in single file between the barriers in front of the tuck shop hatches.
- 6.2 Only two learners at a time may stand in front of a tuck shop hatch.

- 6.3 Pushing-in, pushing or allowing another learner to skip the line, will not be allowed.

#### **7. ADMINISTRATION BLOCK**

- 7.1 Learners may not enter the administration block without permission.
- 7.2 The staffroom is out of bounds for all learners.

#### **8. FOYER**

- 8.1 The foyer may not be used as a thoroughfare.
- 8.2 Learners may not enter nor leave the school via the foyer.
- 8.3 The foyer serves as the 'showpiece' of the school. Nothing may be done that may diminish this image.
- 8.4 Should the foyer need to be decorated for an occasion, the erection of such decorations may not cause any damage to the existing structure in the foyer.

#### **9. HALL**

- 9.1 Learners will not be allowed in the hall without the supervision of an educator.
- 9.2 Learners may not use the hall as thoroughfare (shortcut).
- 9.3 Learners may not run or play in the hall without educator supervision.
- 9.4 Learners may not eat nor drink in the hall during a normal school day.
- 9.5 Learners may not go onto the stage, unless instructed to do so by an educator.
- 9.6 The sound and lighting equipment may only be used by an educator or trained assistants.
- 9.7 Apparatus, chairs, etc. may not be dragged across the floor. Such items must be picked up when they are moved.
- 9.8 If chairs and/or tables are used, ensure that they are clean before they are packed away.
- 9.9 When leaving the hall, ensure that all the windows and doors leading outside are closed properly, and that the lights are turned off.
- 9.10 Damage must be reported immediately.

## 10. SCHOOL BUILDING AFTER HOURS

- 10.1 Learners may not wander around in the school building after 14:30.
- 10.2 All school rules apply to the school premises – inside and outside – after the academic school day.

## 11. ABSENTEEISM

- 11.1 Should a learner not attend school, the parent must contact the school and inform the school of the reason for being absent as well as the expected duration of the absenteeism.
- 11.2 The parent must also inform the extracurricular (e.g. choir, music, clubs, sports) educators of the learner's absence.
- 11.3 It is the responsibility of the parent to ensure that all work that was missed due to absenteeism is caught up.

## 12. CELL PHONES & ELECTRONIC DEVICES

- 12.1 Smart watches are not permitted.
- 12.2 Learners are encouraged not to bring cell phones and/or electronic devices to school.
- 12.3 The school will not accept responsibility if a cell phone and/or electronic device gets stolen or damaged.
- 12.4 Cell phones and/or electronic devices must be kept out of sight, must be switched off, and may not be touched or handled during school hours. If not, it will be confiscated immediately and kept in the office for a certain period. (Circular 2007/01)
- 12.5 Cell phones, smartwatches and/or electronic devices may not be on the learner's person when doing assessments.
- 12.6 If a learner is caught in possession of a cell phone, smart watch and/or electronic device (even if switched off), it is regarded as an assessment irregularity and due process will be followed.



## 13. DRESS CODE

- 13.1 Learners must wear the official school uniform and must appear neat and tidy at all times.
- 13.2 Additions to the uniform, that are not in accordance with the regulations, will not be allowed.
- 13.3 Only learners who have applied, have submitted the relevant supporting documentation and have received the necessary written permission from the School Governing Body (SGB), may deviate from the official school uniform.

### 13.4 Summer Uniform:

#### 13.4.1 Girls

- White short-sleeved button-up school shirt with open-neck collar.
- Maroon PNPS pinafore dress with straight neck and side button belt.
- White school ankle socks, which must be folded over at the top.
- Black school shoes – lace up, buckle or T-bar.
- Maroon PNPS V-necked jersey, with grey and white stripes in the V of the neck and the cuffs of the sleeves.
- Lycra cycling-style shorts under the school dress, is allowed, but it may not be visible or stick out.

#### 13.4.2 Boys

- White short-sleeved button-up school shirt with open-neck collar.
- Grey school shorts with zip-up fly and waistband. Shorts may not be worn knee length and should sit and fit on the mid-thigh.
- Grade 7 boys have the choice of wearing long grey winter trousers, instead of shorts.
- Grey long school socks, which must be folded over at the top.
- Black lace-up school shoes.
- Maroon PNPS V-necked jersey, with grey and white stripes in the V of the neck and the cuffs of the sleeves.
- Boxer shorts underwear is not permissible if they can be seen above the waistband or hanging out at the bottom of the shorts.
- A plain black matt finish leather belt, with a simple buckle, may be

worn if required.

### 13.5 **Winter Uniform:**



#### 13.5.1 Girls

- White long-sleeved button-up school shirt with a formal collar – worn either with the top button unbuttoned, or with a PNPS tie.
- Maroon PNPS pinafore dress, with straight neck and side button belt, or long grey trousers.
- Maroon PNPS V-necked jersey, with grey and white stripes in the V of the neck and the cuffs of the sleeves.
- Grey long school socks, or thick black nylon school tights. Tights may not be ribbed or patterned.
- Black school shoes – lace up, buckle or T-bar.

#### 13.5.2 Boys

- White long-sleeved button-up school shirt with a formal collar – worn either with the top button unbuttoned, or with a PNPS tie.
- Grey school long trousers with zip-up fly and waistband. No turn-ups on the hem are permitted.
- Grey long school socks, which must be folded over at the top.
- Black lace-up school shoes.
- Maroon PNPS V-necked jersey, with grey and white stripes in the V of the neck and the cuffs of the sleeves.
- Boxer shorts underwear is not permissible if they can be seen above the waistband.
- A plain black matt finish leather belt, with a simple buckle, may be worn if required.

#### 13.5.3 Girls and Boys

- School tracksuit, maroon sport shirt and white takkies with white socks. A full tracksuit must be worn. A school jersey worn with the tracksuit pants is not allowed. A jersey may only be worn underneath the tracksuit jacket.

#### 13.6 **Sportswear:**

- Maroon PNPS golf shirts.
- Boys: Black boxer shorts.
- Girls: Black skort.

- Socks are determined by the sport played. Consult with the relevant sports coaches.
- Takkies must be worn and must be at least 80% white.
- Takkies may not cover the ankle, i.e. boot-type sneakers may not be worn.
- The rules regarding hair, jewellery, make-up and nails apply at all times.
- The school tracksuit may be worn in colder weather, but not while matches are played.

#### 13.7 **Hair:**

- Colouring, highlighting, tinting and streaking of hair in any manner or form, is strictly forbidden.
- Hair gel may only be used to keep the hair neat and in place. It may not be used to create fashionable styles.

#### 13.7.1 Girls

- Shorter hair styles with a longer fringe, which hangs in the eyes, will have to have the fringe pulled back from the face and secured.
- Hair that is shoulder-length or longer, must be tied up.
- Only plain tie-ups and Alice bands in black, white and maroon, are allowed.
- Fashion clips, baubles, fancy bands and decorative hair accessories, are not allowed.
- Weaving of hair is allowed, but the hair must be tied up and a natural colour.

#### 13.7.2 Boys

- Boys' hair is to be kept short and neat.
- Hair may not touch the collar, may not be worn long over the ears, and the fringe may not hang in the eyes.
- A "short-back-and-sides" cut is recommended.

### 14. **GENERAL**

14.1 **Badges**, supplied by the school, may be worn. No other badges or brooches are allowed.

14.2 **Barefoot Policy:** Learners in grades 1 to 3 are allowed to go barefoot during the summer months, if they so desire. This rule does not apply on special

school occasions, or on outings.

14.3 **Beanies:** Only the school beanie may be worn; and may only be worn outside the school building.

14.4 **Birthdays:** Learners may wear civvies on their birthdays. (Civvies rules must be adhered to.) If the birthday falls within a weekend, civvies may be worn either on the Friday or the Monday. If the birthday falls within the school holidays, civvies may be worn on the day school closes, or the day it reopens.

14.5 **Caps:** Learners will be allowed to wear the PNPS cap outside, during the summer season.

14.6 **Cases:**

- The PNPS school case is compulsory and must be purchased directly from the school.
- Learners may attach a small trinket to easily identify their own school case.
- Cases with wheels are not allowed.

14.7 **Civvies:**

- All rules regarding hair, jewellery, make-up, and nails apply to the occasions when learners are allowed to wear civvies.
- Learners may not wear clothing which exposes the shoulders, midriff (stomach) or cleavage, or which is transparent in any way.
- No offensive slogans or symbols on any clothing will be allowed.
- Caps and/or beanies may not be worn inside the school buildings.
- All underwear must be covered.

14.8 **Condition of uniforms:**

- Uniforms worn by learners must be neat, clean and tidy at all times.
- Uniforms that are torn, damaged, bleached, un-ironed, or excessively creased, will not be tolerated.

14.9 **Glasses:** The wearing of sunglasses and clear-lenses fashion frames is strictly forbidden.

14.10 **Headscarves:** Girls who are of the Muslim faith, may wear black headscarves. Headscarves must be plain black and may not have trinkets or embellishments.

14.11 **Jewellery:**

- Girls may wear one set of earrings. This set must be worn as such that

one earring is in place in each earlobe, respectively. More than one earring in an earlobe, or ear, is not allowed.

- Earrings may only be gold or silver in colour.
- Only a plain, small stud or a plain small sleeper, may be worn.
- No stones in the studs, or any form of trinket/s on the sleepers, will be allowed.
- Boys are not allowed to wear earrings.
- No necklaces are allowed to be worn, except in the case of a Medic-Alert tag.
- No bracelets are allowed to be worn, except in the case of a Medic-Alert tag.
- Ankle chains and belly chains are not allowed.
- Any other form of body piercing, displaying decorative jewellery or trinkets of any sort, which are visible at any given time, are strictly forbidden.
- Rings worn on fingers and toes are not allowed. This includes the wearing of signet rings.

14.12 **Lanyards:**

- Maroon, with the PNPS logo may be worn under the shirt, for the safe keeping of keys.

14.13 **Lost clothing:**

- Marked clothing will be returned to the learner in class.
- Unmarked clothing will be placed on the lost and found table until the end of the school week, after which it will be sold in the school clothing bank.

14.14 **Make-up:**

- No make-up of any form, including lip-gloss, etc., as well as nail polish on toes and fingers, is strictly forbidden.

14.15 **Marking of property:**

- All items of clothing must be marked.
- The school accepts no responsibility for lost property.
- All school clothes are to be marked with printed name tags which have been attached, or a permanent marker:

- Shirts, jerseys and tracksuit tops inside the collar
- Trousers, sports shorts and tracksuit bottoms inside, at the back on the waistband.
- Girls' pinafore dress inside at the back on the neckline
- Socks on the inside at the back
- Tie on the inside on the wide section of the tie
- Shoes on the inside of the tongue, or the inside of the strap, or the inside of the T-bar.
- The inside of the lid of the school case with the learner's name and a contact telephone number.

14.16 **Nails:** (fingers and toes)

- Must be kept clean and worn short at all times.
- Wearing nail polish is strictly forbidden.

14.17 **Outing clothes:**

- Normal, correct seasonal school uniform is to be worn, and the school outing bag is to be used.

14.18 **Physical Education (PE) Uniform:**

- Black PE shorts, maroon PNPS golf shirt, barefoot or takkies (80% white).
- Learners may wear this uniform on the day they have Physical Education (PE).
- If it is cold, learners have two options:
  - To wear a full tracksuit. A school jersey worn with the tracksuit pants is not allowed. However, a jersey may be worn underneath the tracksuit jacket.
  - To wear their school uniform and then to change into their Physical Education uniform.

14.19 **Tattoos and henna body art:**

- Permanent body tattoos may at no time be visible.
- The wearing of temporary tattoos, and/or henna body art, is forbidden.

14.20 **Tog bag:**

- PNPS-specific tog bag is to be used for extracurricular activities.

14.21 **Watches:**

- Smart watches, with computing and cellular functions, may not be worn.
- In the case of fashionable watches, the school reserves the right to

determine if the watch is suitable or not.

14.22 **Windbreaker Jackets:**

- The windbreaker must be black and hooded, with a zip-up front, and pockets. No variations will be accepted.
- May be worn in wet weather, while outdoors.
- May not be worn inside and is not an alternative to a jersey or tracksuit top.

14.23 **Winter Jacket:**

- Maroon jacket, with a hood available from PNPS uniform stockists.
- May be worn in class and in the school building.
- The hood may only be worn outside.

Learner Signature
Date

Parent Signature
Date

