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1. Pre-Primary School Policy

Units

The Pre-Primary School includes the following units:

Playschool: Children between the ages of two to three years.

Younger Group: Children between the ages of three to four years.

Middle Group: Children between the ages of four to five years.

Grade R: Children between the ages of five to six years

Admission to School

All prospective parents are expected to meet with the principal before admission can take place.

At this meeting, the mission statement and ethos of the school is explained.

The curriculum is explained and discussed and any questions are answered.

Forms are given for completion.

No child may be accepted without the authorisation of the principal, financial manager and managing director.

All queries regarding fees need to be directed to the financial manager.

The Learning Environment

Learning takes place in an environment where, as far as possible, general studies and Kodesh are integrated.

The school's aim is to develop the child holistically. This is achieved through the nurturing of each child's emotional, intellectual, spiritual and physical needs in a warm, secure and stimulating environment.

A fundamental objective is to instil, in each child, a love of Torah and Jewish pride and so create a foundation for a lifetime of Torah learning and adherence, together with the development of skills and knowledge of the world around us.

Children learn and develop in different ways and at different rates and this is reflected in our offering.

The importance of a rich learning environment both indoors and outdoors is recognised.

Children play, discover and learn through a wide variety of resources and mediums and so develop their experiences.

Indoors, a variety of perceptual, literacy, numeracy and creative activities and resources are available while outdoors, the children have the opportunity to explore, use their senses and develop gross motor muscles.

Learning occurs through play, incidental means, creative expression and formal means.

Resources within both environments are continually upgraded in keeping with the dynamic nature of education.

Active learning, exploration of ideas, critical thinking and problem solving are encouraged and developed through different teaching methodologies, teacher guidance and support.



All planning and teaching that takes place reflects realistic and challenging expectations in order that the children achieve the necessary outcomes, and more, and so move on to the next stage of their schooling with confidence and the required skills.

Rules and limits are set and communicated within the framework of the school's ethos.

A primary aim is to ensure that every child feels acknowledged, secure and valued.

Assessment

The children's development and progress, in all areas of the curriculum, are monitored through continuous assessment.

Assessment is done through both informal and formal means.

A mid-year interview is conducted with the parents of every child.

A report is issued at the end of the year. It includes comments on the child's strengths, development needs and general progress.

Safeguarding of children

The school aims to encourage and develop the self-esteem and resilience of every child.

No aggressive or bullying behaviour is condoned.

A caring, safe and positive environment is promoted.

Should a child show signs of possible emotional, verbal, physical and/or sexual abuse, the school social worker and/or psychologist will be called in to assess the situation. This includes witnessing domestic violence.

The school will be guided by their assessment(s) and conclusion(s) drawn.

The school aims to maintain an ethos where children feel secure, are acknowledged and are encouraged to express themselves.

The children are always able to approach a staff member if they are worried or in difficulty.

Parent-Staff Interaction

Positive interaction between the parents and staff is encouraged and valued.

Parents are encouraged to participate in the "life" of the school.

An active Parent-Teacher Association is present.

Two class mothers are appointed to every class. They liaise with the class teacher and notify and/or remind parents of events etc.

Parents are encouraged to share any concerns they may have about their children, with the relevant teacher(s) and/or principal.

Confidentiality is paramount in all disclosures.

Multidisciplinary meetings are held with the child's teacher, parents and therapists when necessary.

An "open door" policy is the basis of the school's relationship with parents.



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It is an objective of the school to ensure that every parent feels included, acknowledged and respected.

Dress

Boys are expected to wear tzitzit and caps or kippot.

Girls are expected to wear skirts on a Friday for Shabbat.

Children in the Grade R unit wear a uniform.

Parents are requested to dress in a manner appropriate to a Torah campus.

Health

A first aid kit is available in an accessible place at all times.

In the event of illness or injury, a staff member will administer the necessary treatment.

The parents, emergency contacts or guardian(s) of the child will be notified immediately, should the illness or injury be serious enough to warrant such action.

If necessary, Hatzolah will be called. In extreme situations, this will be done before the parents are contacted.

If parents, emergency contacts or guardians are not able to be contacted and the child needs to be taken to hospital, a teacher will accompany the child to hospital and remain with the child until the parent(s), emergency contacts or guardian(s) arrive.

On occasion, it may be necessary to take the injured child to hospital in a vehicle that belongs to a teacher

The ill or injured child will be removed from his peers to ensure his wellbeing. He/she will stay in the sick bay area of the office until fetched.

Sick children may not attend school. A complete recovery should be evident before the child returns to school.

Safety

Evacuation procedures are followed in the event of an emergency.

Class registers are taken with to the place of safety.

All children are accounted for.



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A search of the school premises is carried out to ensure that all children have been evacuated.

Children remain in the place of safety until permission to return to the school is given.

Fire extinguishers are available throughout the school.

Security

Parents are required to do security duty every term. There are both morning and afternoon shifts.

Parents will be notified of their duty through security lists.

Parents will be guided by the controller on duty.

Outings

Written consent must be given by the parents/guardian(s) for all outings.

Parents will be given as much notice as possible of outings planned.

Parents may be asked to assist with transport.

Communication

Communication is effected through letters and notices, some of which are done through email.



2. Play School Information Sheet

School Hours

1. The school is open Monday to Friday.

2. Hours are as follows:

Opening time: 07h45 – 08h45

Please endeavour to arrive within this time period as it is disruptive when children are brought late.

Closing time: 12h15 (Monday – Thursday)
12h00 (Friday)

3. Please sign your child in, on arrival, on the form provided.

4. On certain days of the year, school will close earlier than scheduled. (Please refer to the school calendar for details.)

Health

1. Please do not send your child to school if he/she is not well.

Sick children are unhappy children and infection can spread rapidly through the school.

2. Please notify us of any infectious illness eg. chickenpox.

3. In the event of your child having lice, he/she may not return to school until he/she is clear. A letter from a nursing sister/doctor to this effect, is required.

4. Please notify us if your child is unable to attend school.

Food

1. Food is provided each day in the form of sandwiches, fruit and juice.

2. No food, including sweets, crisps and chewing gum, may be brought to school.

Birthdays

1. Birthdays are celebrated at school in a special ring for children only.

2. All birthday cakes or cookies must be bought at registered kosher bakeries. Any other eats such as ice-cream, crisps or sweets must also be kosher.



3. Please do not arrange birthday parties on a Friday afternoon or Erev Chag.
4. It is school policy that parties are not held on Shabbat.

Clothing

1. A change of clothing must be provided each day.
2. If your child is toilet training, a few changes of underwear and pants or skirts must be provided.
3. If your child is in nappies, please provide 2 disposable nappies each day as well as a towelling nappy.
4. Each child must please provide Wet Wipes.
5. Bags should be checked regularly to ensure these items are always available.
6. All clothing should be marked with your child's name; no responsibility is taken for any losses.
7. Please do not send your child in "good" clothes – certain activities, while great fun, are also very messy.
8. Please do not dress your child in dungarees or in clothes that have many buttons or a belt. These type of clothes make it difficult for the child who is able to go to the toilet and decreases his/her independence.
9. Please provide a hat and sunscreen cream for your child. Sunscreen must be applied before school. If necessary, it will be reapplied during the morning.

Parking

1. In order to park inside the school grounds, a parking sticker needs to be shown. These may be obtained from the school.

Home Time

1. No person other than the parent or guardian of the child will be permitted to fetch the child from the school. Should it be necessary that someone other than the above fetch your child, a note, to be signed by the parent or guardian, must accompany your child confirming the arrangement. In addition, we would appreciate it if you could introduce that person to us so that we are familiar with them.



2. Children may not be fetched by other children
3. The person fetching the child must sign the child out on the form provided.

Letters

1. There is a "letter pouch" in each classroom.
2. Letters, invitations etc are placed in these pouches.
3. Please check your child's pouch on a regular basis
4. A newsletter is issued online every Friday.

Change in Details

1. It is extremely important that you notify the school of any change of address, phone numbers or doctor.

Shabbat

1. Please provide your child with tzedokah every Friday.

Security

1. Parents are allocated security duty over the course of the year.
2. It is imperative, for the safety of the children, that security duty is fulfilled.



3. Pre-Primary School Information Sheet

School Hours

- Hours are as follows:

Nursery School:

Opening time: Children may arrive from 7.45 am. Children need to be at school by 8.30 am.

It is preferable, however, that the children arrive by 8.15 am as this will allow them to settle unhurriedly into the school day as well as participate in the early morning side activities.

Closing time: 12.30 pm (Monday – Thursday)
12.15 pm (Friday)

Grade R:

Opening time: Children may arrive from 7.45 am. Children need to be at school by 8.00 am.

It is preferable, however, that the children arrive by 7.45 am as this will allow them to settle unhurriedly into the school day as well as participate in the early morning side activities.

Closing time: 1.00 pm (Monday – Thursday)
12.15 pm (Friday)

- Children must be accompanied, by an adult, into school and left with their teacher.
- Please sign your child in, on arrival, on the form provided.
- Please sign your child out, when fetching, on the form provided.
- Should you need to fetch your child early, please do so before 12 noon so as not to disrupt the last ring.
- On certain days of the year, school will close earlier than scheduled. (Please refer to the school calendar for details.)

Appointments

- Should you need to discuss an issue with your child's teacher, please arrange, with her, a time to meet. Appointments should be made, preferably, for after school.
- Teachers should not be called to the phone for issues that can be dealt with by the secretary.
- The direct number to the Pre-Primary School is 0116409907.

Health

- Please do not send your child to school if he/she is not well. Sick children are unhappy children and infection can spread rapidly through the school.
- Please notify the school of any infectious illness eg chickenpox

- It is imperative that the school be informed of any allergies eg to specific food, bees, medicine etc.
- In the event of your child having lice, he/she may not return to school until he/she is clear. A letter from a nursing sister/clinic to this effect is required.
- Please notify the school if your child is unable to attend school.

Food

- Food is provided each day in the form of sandwiches, fruit/vegetables and juice.
- No sweets, crisps, nuts or chewing gum are allowed.
- The school is a peanut/nut free school.
- Any lunch that is brought because of an extra-mural activity must be kosher. All lunchboxes must be given to the child's teacher on arrival at school.

Birthdays

- Birthdays are celebrated at school in a special ring attended by parents and any other special guests (eg grandparents). Younger siblings should not attend as they tend to become restless.
- The date of the birthday ring needs to be arranged with the child's teacher.
- All eats need to be kosher. If an ice-cream or baked cake is brought, it needs to be bought from a registered kosher supplier.
- Please do not arrange home parties on a Friday afternoon or erev Chag.
- It is school policy that home parties are not held on Shabbat.
- All eats served at home parties must be kosher.
- All the children in the class must be invited unless the party is a boys' only or girls' only party.
- Invitations will be handed out by the child's teacher or may be placed in the letter pouches.

Clothing

- A change of clothing, in a clear bag marked with the child's name, must be provided. This bag will be placed in the child's locker.
- All clothing should be marked with your child's name; no responsibility is taken for any losses.
- "Good" clothes should not be worn to school. Certain activities, while great fun, are also very messy. Although aprons are provided, staining cannot always be prevented.
- Clothes worn should allow for freedom of movement and independent access to the toilet.
- Boys must wear kippot/caps and tzitzit.
- On Fridays, for Shabbat, girls must wear dresses or skirts.
- Children in Grade R may wear "civvies" on Fridays.
- Children must wear sandals or shoes to school to comply with security regulations. All footwear should allow for easy access to the playground equipment.



Home Time

- No person other than the parent or guardian of the child will be permitted to fetch the child from school. Should it be necessary that someone other than the above fetch your child, the class teacher must be informed. In addition, we would appreciate it if you could introduce that person to us so that we are familiar with them.
- Children may not be fetched by other children
- If a child is going home with a friend, both children need to bring a note to school confirming the arrangement. Whiteboards are available in all the classrooms and parents may write the arrangements on these boards.
- Social arrangements cannot be made through the office.
- The person fetching the child must sign out the child on the form provided.

Letters

- There is a "letter pouch" in each classroom
- Notices, pamphlets etc are placed in these pouches.
- Please check your child's pouch on a regular basis.
- Communication is also done through email.
- A newsletter is available, online, every Friday. A limited number of hard copies are available from the office.

Daily Collections

- Children are encouraged to bring the following:
Monday – Flowers (from your garden)
Tuesday – Return library books
Wednesday – Non-perishable food for tzeddakah
Thursday – Anti-waste
Friday – Tzeddakah

Extra-murals

- The following extra-murals are offered:
Playball – Tuesday/Thursday
Ballet – Tuesday
Karate – Tuesday
Tumbling Tigerz – Wednesday
Drama – Thursday
- Payment of fees for extra-mural activities must be arranged with the extra-mural teacher.
- An after care service is available till 2.30 pm. Payment must be arranged with the assistant in charge of the programme.

Change in Details



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- It is extremely important that the school is notified of any change of address, phone numbers or doctor.

Parking

- In order to park inside the school grounds, a parking sticker needs to be shown. These may be obtained from the school.
- Please do not park in those spaces designated for teachers.

Security

- Parents are allocated security duty over the course of the year.
- It is imperative, for the safety of the children, that security duty is fulfilled.



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4. Primary School Code of Conduct

1. Definitions & Application

- 1.1. In this Code of Conduct, the definitions in this paragraph 1 shall apply together with any other definitions referred to under specific paragraphs of the Code.
- 1.2. The term “misconduct” shall mean any conduct by a learner which prejudices or interferes with the proper administration of a School or which is offensive to or interferes with the ability of any teacher or staff member to discharge his or her duties or which is prejudicial or harmful to the welfare of any other learner/s or which is offensive to any other learner/s or which is harmful or prejudicial to the aims and objectives of the School.
- 1.3. Without derogating from the generality of paragraph 1.2, “misconduct” by a learner shall include the various acts or omissions listed in annexure “A” hereto.
- 1.4. The term “serious misconduct” means ongoing misconduct by a learner notwithstanding prior disciplinary measures taken against that learner.
- 1.5. Without derogating from the generality of paragraph 1.4, “serious misconduct” by a learner shall furthermore include the various acts or omissions listed in annexure “B” hereto.
- 1.6. The terms:
- 1.6.1. “**Managing Director**” shall mean the Managing Director of Yeshiva College from time to time.
- 1.6.2. “**School**” shall mean Yeshiva College Primary School.
- 1.7. This Code of Conduct is applicable to the Primary School. Such other specific rules, when advised to learners, shall be regarded as forming part of this Code and breaches of such other rules shall be dealt with in accordance with this Code which shall *mutatis mutandis* apply.

2. Misconduct

- 2.1 In the event that a learner commits or is party to any act of misconduct or allows or is party to any omission which constitutes misconduct, the School, acting through either the teacher of that learner or the Principal, or Heads of Department of the School may warn the learner against further misconduct and/or note a demerit against that learner’s name in the records of the School.



2.2 In the event that a learner commits or is party to any act or misconduct or allows or is party to any omission constituting misconduct after a previous warning or other disciplinary measure against such learner, the School, acting through any one of the persons referred to in paragraph 2.1 may, having regard to the act or omission in question -

2.2.1 Issue a further warning; or

2.2.2 Internally suspend the learner from further attendance at the School for such period and on such terms as the Principal or his or her Head of Department may consider appropriate having regard to the act or omission in question.

2.3 In this paragraph 2 or wherever else used in this Code, the term –

2.3.1 “Demerit” means an entry in the records of the School that the learner concerned has been warned against further acts or omissions constituting misconduct; and

2.3.2 “Internal suspension” means requiring a learner to attend School but suspending such learner from attendance of normal classes or participating in normal breaks.

3. Serious Misconduct

3.1 In the event that a learner commits or is party to any act constituting serious misconduct or allows or is party to any omission constituting serious misconduct, the School, acting through its Principal or Heads of Department may, having regard to the act or omission in question, summon the learner concerned to an **internal hearing** or a **disciplinary hearing**.

3.2 **An internal hearing shall be conducted in the following manner –**

3.2.1 the internal hearing committee shall comprise –

- the Principal or the Heads of Department (either of whom shall act as Chairperson); and
- a social worker or school counsellor of the School in question;

3.2.2 the learner charged with serious misconduct shall be given no less than 5 (five) school days written notice of the internal hearing unless –

- the internal hearing committee directs, with good cause, that a shorter period shall apply; and
- there is no prejudice caused to the learner by the shorter notice period;

3.2.3 the notice referred to in paragraph 3.2.2 shall –

- contain sufficient particularity of the alleged serious misconduct to enable the learner to identify the incident in question and to respond thereto;
- inform the learner of the charges, the place, date and time of the hearing and the punishment which may be imposed;
- inform the learner of his or her rights in terms of this Code;

3.2.4 at the commencement of the internal hearing, the serious misconduct alleged shall be explained to the learner who shall be given a full opportunity to answer the charge of serious misconduct;

3.2.5 If at the conclusion of the internal hearing, the learner is found guilty of the charge of serious misconduct, the learner may either be internally suspended or suspended from further attendance at the School for such period not exceeding 10 (ten) school days and on such terms as may be determined by the internal hearing committee. The internal hearing committee may impose such other punishment as is appropriate in the circumstances.

3.3 A disciplinary hearing shall be conducted in the following manner –

3.3.1 the Disciplinary Committee shall comprise –

- the Principal of the School or Heads of Department of whom shall act as Chairperson); and
- another staff member of the Yeshiva College Primary School
- the social worker or school counsellor of the school in question;
- if found to be appropriate, the disciplinary hearing may fully be conducted as an external hearing, conducted by an external, impartial chairperson appointed by the Head of school.

3.3.2 the learner charged with serious misconduct shall be given no less than 5 (five) school days written notice of the Disciplinary Committee unless –

- the Disciplinary Committee directs, with good cause, that a shorter period shall apply; and



- there is no prejudice caused to the learner by the shorter notice period;

3.3.3 the notice referred to in paragraph 3.3.2 shall –

- contain sufficient particularity of the alleged serious misconduct to enable the learner to identify the incident in question and to respond thereto;
- inform the learner of the charges, the place, date and time of the hearing and the punishment which may be imposed;
- inform the learner of his or her rights in terms of this Code;
- inform the learner that his or her parent/s or guardian/s is/are entitled to be present at the Disciplinary Committee hearing;

3.3.4 at the commencement of the Disciplinary Committee hearing, the alleged serious misconduct shall be explained to the learner and the learner and his or her parent/s or guardian/s shall be given a full opportunity to answer the charge of serious misconduct;

3.3.5 in the event that the learner admits to the charge of serious misconduct, the Disciplinary Committee shall nonetheless satisfy itself that the learner committed the serious misconduct in question and if so satisfied shall find the learner guilty of the serious misconduct charge. If the Disciplinary Committee is of the opinion that the learner did not commit the act or omission constituting serious misconduct, it shall find the learner not guilty despite the admission;

3.3.6 in the event that the learner denies the charge of serious misconduct, the Chairperson of the Disciplinary Committee shall cause a thorough examination of the allegations to be made to ascertain whether or not the learner committed the act or omission constituting the alleged serious misconduct which may include the calling of witnesses or the presentation of any other evidence;

3.3.7 the learner or his or her parent/s or guardian/s shall be entitled to question any witness and to examine any evidence presented by the Principal or other staff member/s. The learner concerned and/or his or her parent/s or guardian/s may call other witnesses or present evidence to rebut the charge of serious misconduct;

3.3.8 after presentation of all the evidence, the learner or his or her parent/s or guardian/s may address the Disciplinary Committee which shall be entitled to adjourn the hearing for a period not exceeding two days in order to consider its verdict.

- 3.4 in the event that the learner is found guilty of the charge of serious misconduct, the Disciplinary Committee may –
- 3.4.1 recommend a probation period for the monitoring of the learner's behaviour subject to the condition that if no improvement takes place within a specified period, the learner be expelled; or
- 3.4.2 recommend steps to facilitate the rehabilitation of the learner on the basis that if the learner not follow such instructions for rehabilitation, or if such steps do not result in rehabilitation within a specified period, the learner be expelled; or
- 3.4.3 recommend that the learner be suspended from attendance at the School for a period not exceeding 10 (ten) school days and subject to such terms as may be imposed by the Disciplinary Committee; or
- 3.4.4 recommend that the learner be expelled.
- 3.5 If expulsion is recommended by the Disciplinary Committee, such recommendation shall be forwarded to the Managing Director of Yeshiva College who may, after considering the matter, expel the learner from the School on written notice to such learner which written notice shall inform the learner and his or her parent/s or guardian/s of the learner's right of appeal in terms of paragraph 4.
- 3.6 No legal representation shall be allowed at any internal hearing or disciplinary hearing.
- 3.7 Proceedings of an internal hearing or a disciplinary hearing shall be recorded by the taking of minutes or in such other satisfactory manner as may be directed by the Chairperson of an internal hearing or Disciplinary Hearing.
- 3.8 The purpose of this paragraph 3 is to ensure fair procedure in respect of any internal hearing or disciplinary hearing. Accordingly, notwithstanding the specific provisions of this paragraph 3, each internal or disciplinary hearing shall be conducted in a manner which is procedurally fair and which affords a learner a full opportunity to present his or her defence and contentions. Such fair procedure shall be achieved by adherence to the provisions of this paragraph 3 or in such other manner as may in any particular circumstances be fair and reasonable.

4. Appeal

- 4.1 If a learner is expelled, such learner shall have the right to appeal the expulsion in accordance with this paragraph 4. Pending an appeal, the Disciplinary Committee which recommended the expulsion shall be entitled to direct that the learner be suspended from attendance at the School pending the outcome of the appeal.

- 4.2 The appeal shall lie to the Chairman of the Board of Governors of Yeshiva College and two other members of the executive of the Yeshiva College. The Chairman of the Board of Governors may delegate such responsibility to another Board of Governor.
- 4.3 If a learner and his or her parent/s or guardian/s wish to appeal an expulsion, they shall have to do so by written notice addressed to the Chairman of the Board of Governors within three days of receiving notice of the expulsion failing which the right to appeal shall lapse. The written notice referred to in this paragraph 4.3 shall specify the grounds of the appeal.
- 4.4 The Chairman of the Board of Governors shall expeditiously arrange an appeal hearing and shall inform the Managing Director, the Principal of the School and the members of the Disciplinary Committee which recommended the expulsion of the lodging of the appeal and provide each with a copy of the notice of appeal.
- 4.5 The Chairman of the Board of Governors shall convene the appeal hearing within 5 (five) days of the receipt of the notice of appeal or within such shorter period as may be appropriate in the circumstances and which does not prejudice the learner, the purpose being to dispose of an appeal expeditiously.
- 4.6 At the appeal hearing, the learner and his or her parent/s or guardian/s and the Principal of the School concerned shall be entitled to address the Chairman of the Board of Governors and the other members of the appeal panel.
- 4.7 After considering the appeal, the Chairman of the Board of Governors shall either
- dismiss the appeal; or
 - impose on the learner a lesser punishment; or
 - allow the appeal, and shall forthwith notify the learner and his or her parent/s or guardian/s of the decision.
- 4.8 The decision of the appeal panel shall be final.**
- 4.9 The provisions of paragraph 4.6 of this Code shall *mutatis mutandis* apply to an appeal hearing.
- 4.10 No legal representation shall be allowed at any appeal in terms of this paragraph 5.
- 4.11 An appeal hearing shall be recorded by the taking of minutes or in such other satisfactory manner as may be directed by the Chairman of Board of Governors.



Annexure to Yeshiva College Primary School's Code of Conduct

Acts or Omissions Constituting Misconduct

1. Consistent misbehaviour or lack of co-operation and applications to studies including late arrival at classes, failure to complete homework and failure to have required books, or any other school requirements available.
2. Not attending a lesson, or failing to attend School for a complete day or the major portion of a day without a good reason or prior permission from the school.
3. Failure to comply with the School's uniform or other dress requirements.

Annexure B to Yeshiva College Primary School's Code of Conduct

Acts or Omissions Constituting Serious Misconduct

1. Being found guilty of misconduct after having been found guilty of the same or similar misconduct on two previous occasions in the preceding two terms of School.
2. Any act of dishonesty or cheating.
3. Disrupting a class or threatening or frustrating teaching in a class.
4. Vandalising School property in any way.
5. Smoking or drinking alcohol on School premises or during any School activity, or school related activity or in public places when in full or partial School uniform or being in possession of any tobacco products or alcohol on School premises or during any School activity or school related activity.
6. Being in possession of or distributing pornographic material.
7. Displaying insolence or disrespect to a teacher or any other member of staff.
8. Bullying, peer abuse or victimization, or any form of initiation.
9. Any act or omission which could result in criminal prosecution.
10. Being found in possession of drugs or dealing or trafficking in drugs or handing drugs to another learner under any circumstances, be it at school or off school grounds.
11. Being in possession of a dangerous weapon whilst at School or during any School activity



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12. Engaging in any act of public indecency or sexually harassing another learner or member of staff.
13. Intimidating or attempting to intimidate any person involved in a disciplinary or internal hearing.
14. In any way disrupting the proper functioning of the School.
15. Any act/ or omission that would cause the school to be brought into disrepute.
16. Transmission of any information, messages or the like via cell phone or computer or any technology that is offensive or harmful to any other individual or the school.

Following investigation, schools will use their discretion, whether any particular act is deemed to be an act of serious misconduct as per Annexure B.



Uniform Requirements

GIRLS	BOYS
Navy skirt – to cover the knee when seated	Grey school trousers
White shirt with school badge – only shirts from Stadium Sports may be worn . Under their shirts girls must only wear white under garments. All buttons of the shirt must be closed.	White shirt with school badge
White ankle socks	Shirts tucked in and a black leather belt must be worn
Black leather school shoes – lace up or bar shoes. No ballet type slip-on shoes or “takkies” may be worn.	Grey or black socks, Black leather lace up shoes only – no “takkies” .
Y.C. school jacket and/or navy blue V-neck jersey (not obligatory – weather dependant).	Y.C. school jacket and/or navy blue V-neck jersey (not obligatory - weather dependant).
No jewellery/ wrist bands except for one earring in each ear which must be either a stud or a sleeper	No jewellery/ wrist bands
Hair must be tied back and no unusual colouring will be accepted	Hair must be above the collar and ears but not shaved too short. Hair should not draw attention e.g. Spiky hair, colourants etc. boys to be clean shaven except at times when shaving is forbidden.
Girls may not wear make-up or nail polish to school.	Tzitzit may be tucked in or worn out neatly. Yarmulkes are to be worn at all times on school campus or off campus while wearing school uniform.
Yeshiva School Blazer (Stadium Sports)	Yeshiva School Blazer (Stadium Sports)



5. Primary School Anti-Bullying Policy

Statement of Intent

Yeshiva College Primary School aims to promote a nurturing, friendly environment in which each individual feels valued and safe and where individual differences are appreciated and accepted. Our learners should be able to learn in a relaxed and secure environment. Our school has a zero tolerance approach to any bullying or harassment. If bullying does occur, all learners should be able to tell and know that incidents will be dealt with promptly and effectively. This means that *anyone* who knows that bullying or harassment is happening is expected to tell the staff.

Definition of Bullying

Bullying is a deliberate action or behaviour directed towards another person which may take many forms and can often occur over a long period of time. Bullying is the use of any action that has the intent of causing pain and distress to the victim/target and can include (but is not limited to) the following unacceptable behaviour:

Physical (Bodily)	Pushing, kicking, hitting, punching, pinching, tripping, scratching, digging in nails, biting, physically intimidating, demanding money, damaging property, taking belongings, bogwashing, wedgies, pulling down pants, being forced to do things you don't want to do, threatening children with sharp objects.
Verbal (Words)	Teasing, mocking, taunting, being sarcastic, embarrassing (making a fool of someone), making abusive comments about one's appearance or race, verbal threats, insulting family members, name calling, swearing, writing nasty letters about someone or nasty things about someone e.g. in toilets
Psychological or Emotional (Mind)	Being unfriendly, spreading nasty rumours, leaving someone out of activities (excluding), telling others to stop liking someone, trying to dominate a person, intimidating someone by staring at them, making a person feel scared, using intimidation to extort goods from a victim, rolling eyeballs or sighing when someone speaks to make them feel bad.
Cyber (may include any of above 3)	Cyber-bullying is the use of cyber/digital technology to harass, threaten, embarrass, hurt or target another



	person.
Forms of Cyber Bullying	
<i>Threats & Intimidation</i>	Making threats or intimidating someone (making someone feel small, frightened or helpless) using technology such as cell phone text messages, emails or social networking sites, e.g. FaceBook/Twitter/BBM/Whatsapp/iMessage.
<i>Harassment</i>	Not leaving someone alone using technology such as cell phones, emails, social networking sites; despite their continued requests to do so.
<i>Defamation & Libel</i>	Attacking someone else's reputation. <i>Note: This may have serious legal consequences</i>
<i>Exclusion & Rejection</i>	Excluding someone e.g. from your 'friend' lists on BBM or FaceBook or other social networking sites or rejecting them in a mean way when they want to be your friend. You have the right to choose who your cyber friends are.
<i>Identity theft & impersonation</i>	Taking someone's cell phone or illegally accessing their pc/laptop and sending out mean or destructive messages pretending to be them either on BBM or on their FaceBook, Twitter, or other social networking site.
<i>Publicly posting, sending or forwarding private info or images</i>	Sending out or posting private information or images someone has given you or you have somehow obtained.
<i>Manipulation</i>	Pressuring or forcing someone to take or send inappropriate photos of themselves or others, rude text messages, or making them provide personal details.

Why is it so important to respond to bullying?

Bullying and harassment often interfere with learning. Acts of bullying usually occur away from the eyes of teachers or other responsible adults. Consequently, if perpetrators are not dealt with, a climate of fear envelops the targets.

Targets can suffer far more than actual physical harm:

- Grades may suffer because attention is drawn away from learning.

- Fear may lead to absenteeism, truancy or dropping out.
- Targets may lose or fail to develop self-esteem, experience feelings of isolation and may become withdrawn and depressed.
- As learners and later as adults, targets may be hesitant to take social, intellectual, emotional or vocational risks.
- If the problem persists, targets occasionally feel compelled to take drastic measures, such as vengeance in the form of fighting back, weapon-carrying or even suicide.
- Targets are more likely than non-targets to grow up being socially anxious and insecure, displaying more symptoms of depression than those who were not targeted as children.

Bystanders and peers of targets can be distracted from learning as well. They may:

Be afraid to associate with the target for fear of lowering their own status or of retribution from the bully and becoming targets themselves.

- Fear reporting bullying incidents because they do not want to be called a “snitch”, a “tattle tale”, or an “informer”. This is sometimes confused with the concept of Lashon hara, however this is a very different situation.
- Experience feelings of guilt and helplessness for not standing up to the bully on behalf of their classmate.
- Be drawn into bullying behaviour by group pressure.
- Feel unsafe, unable to take action or a loss of control.

Several studies suggest that bullies themselves are also at risk for long-term negative outcomes.

Schools have a responsibility to respond promptly and effectively to issues of bullying and harassment.

Rights of each Learner

- To feel safe
- To feel socially secure
- Freedom of expression
- To be respected
- Individuality
- Recognition of self-worth
- To learn and grow

Responsibilities of each Learner

- To create a safe space for others

- To make others feel socially secure
- To allow freedom of expression
- To respect oneself and others
- To allow for individuality
- To recognize others' self-worth
- To create an environment that encourages learning and growth
- Show compassion and understanding
- Support of others
- Speak out

Responsibility of the School

- To objectively understand and investigate all allegations of bullying.
- To adopt a corrective/restorative justice method to resolve the situation.
- To educate and create awareness amongst all stakeholders of expected and acceptable behaviour at Yeshiva College.

Guidelines

- All members of the school community (learners, parents, teachers and other staff members) have a responsibility to recognize bullying and to report to the school when they are aware of it happening.
- All staff should treat any report of bullying seriously.
- Staff should first listen to the learner/s reporting bullying incidents and make such enquiries as may be necessary to clarify exactly what has been happening. This should be documented in a School Incident Report*. The incident report should be passed on to the social worker, the HOD's and then the Principal.
- The learner/s should be assured that they have acted correctly in reporting the bullying.
- In cases of serious bullying, parents should be informed and will be asked to come to a meeting to discuss the problem.
- The bullying behaviour or threats of bullying must be fully investigated and the bullying stopped as quickly as possible. This will include monitoring of the situation as needed.
- The emphasis must be on changing the behaviour/s of the bullying learner/s, while providing ongoing support for the learner/s who have been bullied/harassed.
- This may include counselling or advice from a social worker, educational psychologist or other professional person for either/both the bullying learner/s and the learner/s who have been bullied/harassed.

Outcomes



- Each case of bullying will be assessed on an individual basis. Restorative justice methods including the 'no blame approach', the 'method of shared concern', 'community conferencing' and the 'formal apology' may be used. Restorative justice uses the incident of misbehaviour as an educative opportunity. This is achieved through carefully structured opportunities for individuals to understand the impact of their actions, recognise their social responsibilities and make amends to those who have been affected by their actions. The young person is also assisted in reintegrating successfully into the school environment.
- The consequences will therefore be at the discretion of the principal, teachers and social worker. These consequences will be in accordance with the severity and frequency of the bullying and therefore it is expected that the decisions will be supported by all the parties involved.
- If possible, the learners will be reconciled.
- In serious cases, disciplinary action will be taken as deemed appropriate. Suspension or even expulsion will be considered.
- Parents/care givers will be informed of what action has been decided upon. It is important that children understand that there are consequences to their actions, and accept responsibility.
- After the incident/s have been fully investigated and dealt with, each case will be monitored to ensure repeated bullying/harassment does not take place.

Procedure to follow if you are being bullied/harassed

1. If you can, try to tell the bully to stop. Explain how the bullying makes you feel, as the bully may not understand that it is bullying, or know the consequences of their actions.
2. Talk about the situation to an adult (perhaps a parent or caregiver) you trust and get advice on handling the bullying/harassment. Keep talking until someone listens!
3. If you can, keep a record of the bullying incidents in a diary or somewhere else that is safe. If it is cyber bullying, keep all emails, text messages and other incriminating evidence. You may need this to prove your case.
4. If the bullying makes you feel really bad and it doesn't stop, report it to your teacher, or if you feel unable or too intimidated to talk about it, write a note to your teacher. Please remember that telling about bullying is not being a "tattle tale" – if you don't tell, the situation won't get better, and if you don't get help, things can get worse for you and others.

What to do if you know someone else is being bullied

- Care enough to try to stop it even if you are not involved. This is being an upstander rather than a bystander. Tell the bullied person that you care and that

the bully/bullies behaviour is wrong. Support them as much as you can. Think about how you would feel if you were the bullied person.

- Stand up for what you believe in. If you are too scared to do something about it on your own because you don't want to be the bully/bullies next target, get support from your friends/classmates.
- Tell someone like an adult you trust (perhaps a parent or caregiver) or a teacher. If you feel too scared or intimidated to talk about it, write a note to your teacher" so your teacher can investigate and manage the situation.

Prevention

We will endeavour to educate the whole school environment (learners, parents, teachers and other staff) on bullying and raise awareness through the following methods:

- Anti-bullying programmes will be run at the school. This will be supported by school-wide messages on the issue. This may include raising awareness by making up plays, writing stories or poems, drawing pictures or creating posters about bullying.
- A Code of Conduct will be displayed in each classroom and on notice boards. Children will be required to adhere to these rules of behaviour both in the classroom and on the playground and other school property, or when on school outings.
- Children and/or their parents/caregivers will be required to sign a Code of Conduct acknowledging that they have read and agree to accepted rules of behaviour and the anti-bullying policy.



6. Yeshiva College Barmitzvah/Batmitzvah Policy Document **Batmitzvah Celebration**

1. Co-ordinating batmitzvah dates

As everyone is aware, we as a school, play a proactive role in co-ordinating batmitzvah dates. This is done through the provision of a Batmitzvah Booking Calendar which is kept by Teresa at the Boys High School. Each parent fills in the accurate batmitzvah date and should there be a clash, the parents should attempt to resolve it amongst themselves. If this is not attainable, the school is prepared to play a role in facilitating an arrangement. We of course need the co-operation of parents both in assisting us with accurate information regarding batmitzvahs, as well as co-operating together where there is a potential clash.

2. Finishing time

Parent pick up time from the function should be no later than 10.30 pm for functions which take place at night when the following day is a school day (Sunday to Thursday nights) in order that our learners are not overly tired on an on-going basis. Benching should be completed by this time so that our learners can participate in the benching. Motzei Shabbat is different as there is no school the next day, but we would encourage not overly late finishing times. Bar the Bati girl, all children must be at school on time the next morning. Only the Bati girl will be allowed to leave school early to get ready for the function.

3. Alcohol

It is well known that the challenge of alcohol consumption begins at a young age. We need not expound on the dangers of exposure of alcohol consumption at this age and the social pressure around it. Our policy is as follows:-

- a. Alcohol may not be served under any circumstances to children under 18 at these celebrations. This is the sole responsibility of the parent. Arrangements need to be made that this is enforced in the strictest possible way.
- b. Where alcohol is being served, it needs to be strictly served to adults only. No alcohol bottles should be on the tables as this can be abused by children.
- c. Alcohol should be ordered directly from the waiter and/or a dedicated barman who knows his/her responsibility. Shot glasses and/or cups of liquor should not be pre-poured for people to take, but rather should be ordered directly from the barman so that he can assess the age appropriateness of the children.
- d. Batmitzvah bouncers are also an option for parents to ensure strict control.

4. Ostentatiousness – Social Awareness

All of us are acutely aware of the influence of social pressure. Often the bar is set very high and many people struggle to keep up with the acceptable “norm”. This often causes



great social pressure where parents feel pushed to pay for celebrations far beyond their means. Families which are able to afford very costly and expensive functions should bear in mind, in terms of group social consciousness, the pressure that this often places on others. Certain mindfulness is appropriate when it comes to the tone of the simcha, such as the theme, invitations, entertainment and décor, to mention a few examples. This of course is something that the school is not dictating in any way, but rather raising certain mindfulness while planning semachot. The level of the bar and the acceptable “norm” can alter based on the level of mindfulness and social consciousness of the families in each grade.

5. Speeches

We encourage parents to include a Torah component/theme in speeches of the friends. This gives these often repetitive themes an extra element of depth.

6. The right spiritual/religious tone

- a. Batmitzvahs should be for girl classmates only. Inviting classmates of the opposite sex not only adds additional costs to the function, but also significantly changes the social focus and group dynamic which is often palpable at these functions. The function celebrates a religious milestone and the focus of the function should be on this theme.
- b. **Dancing** – It goes without saying that there should be separate dancing with men on the one side of the mechitza and women on the other side. There must be a physical mechitza separation present at all times during the dancing. The mechitza should be shoulder high and non-see-through to allow each side of the mechitza to dance freely without concern of scrutiny from the other side of the mechitza. We strongly encourage that dancing throughout the entire celebration be totally separate for children as well as adults. If there is to be adult mixed dancing, which we strongly discourage, this should take place after 10.30 pm / benching once the children are able to be picked up and must be for adults only.
- c. **Music** –
 - i. If it is a ladies only function female singers are allowed, however, if there are men present including direct family, no female singers under any circumstances, either singing by themselves or in a group are permitted. This applies to the DVD/Power Point presentations. Voices without visuals are acceptable.

7. Dress Code

We would like to encourage very strongly that our girls dress smartly and appropriately for batmitzvah celebrations. Skirts should be to the knees and sleeves to the elbows.

8. Etiquette during speeches/cell phones

- ii. Speeches tend to be relatively lengthy at batmitzvah celebrations and this does present a challenge for our learners. We strongly encourage, and will speak directly to the girls about appropriate Derech Eretz and attentiveness during the speeches.
- iii. Abuse of cellphones is often prevalent during speeches for both adults and learners. We will be addressing appropriate cellphone usage with our learners in general and regarding batmitzvah celebrations particularly. Speeches are a time to be attentive and not a time to communicate on the cellphone.

Barmitzvah Celebration

1. Co-ordinating Barmitzvah dates

Yeshiva College High School plays a proactive role in co-ordinating Barmitzvah dates. This is done through the provision of a Barmitzvah Booking Electronic Calendar which is kept by Teresa in the Boys' High School office. Each parent asks Teresa to fill in the accurate Barmitzvah date and should there be a clash, the parents should attempt to resolve it amongst themselves. If this is not attainable, the school is prepared to play a role in facilitating an arrangement. We, of course, need the co-operation of parents both in assisting us with accurate information regarding Barmitzvahs, as well as co-operating together where there is a potential clash.

2. Finishing time

Parent pick-up-time from the function should be no later than 10.30 pm for functions which take place at night when the following day is a school day (Sunday to Thursday nights) in order that our learners are not overly tired on an on-going basis. Benching should be completed by this time so that our learners can participate in the benching. Motzei Shabbat is different as there is no school the next day, but we would encourage not overly late finishing times.

3. Alcohol

It is well known that the challenge of alcohol consumption begins at a young age. We need not expound on the dangers of exposure of alcohol consumption at this age and the social pressure around it. Our policy is as follows:-

- i. Alcohol may not be served under any circumstances to children under 18 at these celebrations. This is the sole responsibility of the parent. Arrangements need to be made that this is enforced in the strictest possible way.



- ii. Where alcohol is being served, it needs to be strictly served to adults only. No alcohol bottles should be on the tables as this can be abused by children.
- iii. Alcohol should be ordered directly from the waiter and/or a dedicated barman who knows his/her responsibility. Shot glasses and/or cups of liquor should not be pre-poured for people to take, but rather should be ordered directly from the barman so that he can assess the age appropriateness of the children.
- iv. Barmitzvah bouncers are also an option for parents to ensure strict control.

4. Ostentatiousness – Social Awareness

All of us are acutely aware of the influence of social pressure. Often the precedent is set very high and many people struggle to keep up with the acceptable “norm”. This often causes great social pressure where parents feel pushed to pay for celebrations far beyond their means. Families who are able to afford very costly and expensive functions should bear in mind, in terms of group social consciousness, the pressure that this often places on others. Certain mindfulness is appropriate when it comes to the tone of the simcha, such as the theme, invitations, entertainment and décor, to mention a few examples. This of course is something that the school is not dictating in any way, but rather raising certain mindfulness while planning semachot. These standards and acceptable “norms” can alter based on the level of mindfulness and social consciousness of the families in each grade.

5. Speeches

We encourage parents to include a Torah component/theme in speeches of the friends. This gives these often repetitive themes an extra element of depth. Rabbi Daniel Kaplan, Head of Kodesh in the Boys High School will be available to parents in this respect.

6. The right spiritual/religious tone

Barmitzvahs should be for boy classmates only. Inviting classmates of the opposite sex not only adds additional costs to the function, but also significantly changes the social focus and group dynamic which is often palpable at these functions. The function celebrates a religious milestone and the focus of the function should be on this theme.

- a. **Dancing** – It goes without saying that there should be separate dancing with men on the one side of the mechitza and women on the other side. There must be a physical mechitza separation present at all times during the dancing. The mechitza should be shoulder high and non-see-through to allow each side of the mechitza to dance freely without concern of scrutiny from the other side of the mechitza. We



strongly encourage that dancing throughout the entire celebration be totally separate for children as well as adults. If there is to be adult mixed dancing, which we strongly discourage, this should take place after 10.30 pm / benching once the children are able to be picked up and must be for adults only.

b. Music:

- i. The music should be religious music/Hora and not secular disco/DJ music. After some of the religious/Hora dancing, vibrant music is appropriate – also no secular music with inappropriate language/sexual insinuation.
- ii. Only male singers – no female singers under any circumstances, either singing by themselves or in a group. This applies to the DVD/Power Point presentations. Voices without visuals are acceptable.

7. High School Matriculants as mentors

One of the many unique aspects of Yeshiva College is the fact that our Grade 11 and 12 learners are integrally involved with our Grade 7s. This relationship begins on the exciting Grade 6 tour where a number of our current Grade 11 learners will attend as Madrichim. This bond forged carries through to the Barmitzvah year. The presence of these learners at the Barmitzvah greatly enhances the spirit and tone of the simcha and contributes to the formation of a unique mentorship bond. This is a particularly important relationship for our Grade 7 learners and one which often leaves a lasting impression throughout High School. We encourage inviting some of these learners to the simcha.

Please note that the Grade 12 boys currently have 27 learners which would mean that if one is going to invite more than 15, then we suggest inviting the entire class.

8. Dress Code

We would like to encourage very strongly that our boys dress smartly and appropriately for Barmitzvah celebrations.

9. Etiquette during speeches/cellphones

- a. Speeches tend to be relatively lengthy at Barmitzvah celebrations and this does present a challenge for our learners. We strongly encourage, and will speak directly to the boys about appropriate Derech Eretz and attentiveness during the speeches.
- b. Abuse of cellphones is often prevalent during speeches for both adults and learners. We will be addressing appropriate cellphone usage with our learners in general and regarding Barmitzvah celebrations particularly. Speeches are a time to be attentive and not a time to communicate on the cellphone.

GRADE 7 BOYS HIGH SCHOOL BARMITZVAH POLICY ADDENDUM:

(This has been added to include extra information on the above, based on observations from both staff members and parents over the past 2 years)



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We are passionate about helping you make your son's Bar-Mitzvah and function as memorable, positive and enjoyable as possible, together with you. Over the last few years, we have observed certain patterns and trends, and believe that a higher level of awareness of certain issues will make your function more special for you and keep it in line with the intention of a Barmitzvah; the celebration of the reaching of a crucial spiritual milestone in the life of your son.

We therefore invited the parents to engage with us and agreed on mutually beneficial protocols, in addition to those already outlined in the original policy above. Our aim remains to all work together closely, in order to give your sons an incredible Grade 7 year – one which they will remember fondly as a momentous and overwhelmingly positive year in their Jewish growth. This is a year where your son can grow as an individual along with his peers in a responsible environment that looks after the interests of all the boys in the grade at every Barmitzvah.

Please find the further protocols to guide you in achieving an authentic and simcha-filled 'Yeshiva College Barmitzvah':-

a. **Coordinating the Barmitzvah date.**

As above, there is a Barmitzvah Booking Electronic Calendar which is kept by Teresa in the Boys' High School office. Each parent asks Teresa to fill in their accurate Barmitzvah date. If there is a clash, the school is prepared to play a role in facilitating an arrangement. With large groups of Grade 7 boys, we understand that there might be more than one Barmitzvah on any given Shabbat. Rabbi Bookatz, as our head Mechanech, will discuss and help mediate irresolvable clashes with the families. If you know there is more than one Bar-Mitzvah on the Shabbos of your son's Barmitzvah, please contact Rabbi Bookatz so he can be made aware of this so that a suitable compromise can hopefully be reached.

b. **School Presence**

We have found it to be beneficial for the school to have some direct presence at and involvement in your son's Barmitzvah. We will endeavor that someone from the school will be present at each simcha. Please extend an invitation to your Child's Mechanech and he will make sure a teacher from Grade 7 will be there.

c. **Fathers/older brothers Accompanying to Barmitzvahs**

Fathers and older brothers – please endeavor to join the Grade 7 boys at Shul at as many Barmitzvahs as possible. Fathers coming to the Shul will enhance the simcha, and this contributes to a special bonding atmosphere of fathers and sons united in celebration for their peers. Parental supervision at Shul further helps watch the boys and ensures that everyone is behaving appropriately. Similarly, we

encourage fathers to join in davening at school whenever they can. Please don't underestimate the tremendous effect of modelling the correct behavior for your children in being present and active in the Shul service.

d. **Matric Boys as Mentors**

We are blessed with a culture of the Matric boys acting as mentors and role models to the younger boys. Their pro-active role in Barmitzvahs is a proud tradition in our school. They can enhance your Simcha, and we suggest you pro-actively meet a few boys with whom your son has a connection before the Shabbos. Matrics that you approach can help supervise and liaise with the school on concerns and supervision that will contribute to making your Simcha run smoothly and successfully. From the school's side, we also engage with the Matric boys to give them guidance on how to act as mentors and role models. With the relevant Matric(s)'s permission, the BHS Secretary will give you the requested number(s). Furthermore, we will encourage Matrics to reply timeously to invitations. Parents are to please respect that while the Matrics are keen to contribute, they fill this role voluntarily while still balancing the academic pressures of being in their Matric year.

e. **Inclusiveness**

Please make sure any kids who are living out your area have somewhere to stay. Some boys get left out, or are not able to find someone to walk with or accommodation, and it is very upsetting for them. It would be a great kindness to offer the family of the Barmitzvah boy accommodation for the boys, if you are in the relevant area and are able to.

f. **Providing for the Optimal Shul Experience**

Often the boys come to Shul and find that there are not enough seats and no more Siddurim and Chumashim available for the visiting friends. Therefore, please co-ordinate this with the Shul before Shabbat and plan ahead. We suggest bringing more seats/reserving space for the boys; bringing in additional siddurim and chumashim or photocopying the relevant parsha.

Please encourage your children to stay in Shul for as long as they can and at the appropriate times. For some children, the service is very long, they leave Shul and if not pro-actively engaged, they can then get up to mischief including vandalism, fighting and bullying. This can be easily avoided by providing the optimal environment to keep the boys in Shul and then providing some sort of positive engagement for when they are not in Shul e.g. their own special Mussaf service with a youth leader or assistant Rabbi, a light Kiddush, age-appropriate children service, etc... We therefore recommend that you consider employing someone to look after the boys and contain them during the shul time. Parents can be in touch with the matrics or Rabbanim in advance to set up a proactive structure.



g. **Shabbos lunch**

The lunch and afternoon after Shul can be very long for the children. This is a time when the children are often left unsupervised, or to play sports etc. Many of the reports we hear of bullying or vandalism, or children getting very upset, happens during this period. If you have invited the boys for the afternoon, please provide a structure and supervision for them. Again, we would be happy to help you find someone, and some matrices can be employed to supervise and run the afternoons. Please make sure all the boys have seats at the lunch, as boys have been known to walk home alone after not finding anywhere to sit.

h. **RSVP Etiquette for Shabbos lunch or function:**

Please ensure that you and your children reply timeously when they are invited so the hosting family knows who is coming. Please also discuss with your son that if he accepts an invitation to go to a boy for lunch he should remain there for the entire lunch and not leave to go to other friends. This has been happening, and causes hurt feelings as well as unnecessary catering costs. Please also encourage your children to show derech erez by remaining at the table during the meal before going to the garden or playing sports outside.

i. **Shabbos lunch** – Should you choose to host a Shabbos lunch – please ensure that if you are inviting more than around 8 - 10 boys, that you invite the whole class. Boys who think they are being left out find it difficult to walk to shul just for the leining and be a part of the Simcha.

j. **Alcohol** – It is well known that the challenge of alcohol consumption begins at a young age. Our policy is as it appears above in the original Barmitzvah policy.

k. **Mechanchim** will work with the boys on social etiquette and how to behave at Barmitzvahs, especially based on feedback that we receive. The more you can encourage and reinforce the right behaviour through discussions with your son and his friends, in addition to what the school will do, the better off the situation will undoubtedly be.

l. **Ostentatiousness** – Social Awareness: Please read the paragraph on this in the original policy. We would like to stress the social pressure we are seeing – where parents feel pushed to pay for celebrations far beyond their means. We would like to reiterate that being a community school we trust you share in the aspiration that all our parents and children should feel comfortable and confident to effectively celebrate their simcha, no matter what budgetary constraints some families might face.

m. **Grade 7 Girls**



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We believe strongly that a Barmitzvah function is not the place to invite girls from the Grade 7 class. We encourage you to also be aware that when only some girls from Grade 7 are invited it upsets the dynamics of the girls' class, and can cause a lot of social difficulties amongst the girls. Please read the above policy on keeping the focus on the spirituality of the function. Similarly, there must be a suitable and halachikally valid mechitza up during dancing – ensuring that all guests feel comfortable to celebrate maximally with you.

- n. **Week night functions ending times – REMINDER:** If your Barmitzvah party is on a Sunday or school night, please make sure that the function ends by 10:30 for the children, as the boys really do struggle to manage the week if they are exhausted.



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7. High School Code of Conduct

1. Definitions and Application

- 1.1. In this Code of Conduct, the definitions in this paragraph 1 shall apply together with any other definitions referred to under specific paragraphs of the Code.
- 1.2. The term “misconduct” shall mean any conduct by a learner which prejudices or interferes with the proper administration of a School or which is offensive to or interferes with the ability of any teacher or staff member to discharge his or her duties or which is prejudicial or harmful to the welfare of any other learner/s or which is offensive to any other learner/s or which is harmful or prejudicial to the aims and objectives of the School.
- 1.3. Without derogating from the generality of paragraph 1.2, “misconduct” by a learner shall include the various acts or omissions listed in annexure “A” hereto.
- 1.4. The term “serious misconduct” means ongoing misconduct by a learner notwithstanding prior disciplinary measures taken against that learner.
- 1.5. Without derogating from the generality of paragraph 1.4, “serious misconduct” by a learner shall furthermore include the various acts or omissions listed in annexure “B” hereto.
- 1.6. The terms:
 - 1.6.1. **“Managing Director”** shall mean the Managing Director of Yeshiva College from time to time.
 - 1.6.2. **“School”** shall mean both of the Yeshiva College High schools.
- 1.7. This Code of Conduct is applicable at the High Schools and may be supplemented by any specific rules at a particular School. Such other specific rules, when advised to learners, shall be regarded as forming part of this Code and breaches of such other rules shall be dealt with in accordance with this Code which shall *mutatis mutandis* apply.

2. Misconduct

- 2.1. In the event that a learner commits or is party to any act of misconduct or allows or is party to any omission which constitutes misconduct, the School, acting through either the teacher of that learner or the grade head of the learner or the Principal, Vice Principal or Heads of Kodesh of the School may warn the learner against further



misconduct and/or note a demerit against that learner's name in the records of the School.

2.2. In the event that a learner commits or is party to any act or misconduct or allows or is party to any omission constituting misconduct after a previous warning or other disciplinary measure against such learner, the School, acting through any one of the persons referred to in paragraph 2.1 may, having regard to the act or omission in question -

2.2.1. Issue a further warning; or

2.2.2. Internally suspend the learner from further attendance at the School for such period and on such terms as the Principal or his or her Deputy may consider appropriate having regard to the act or omission in question.

2.3. In this paragraph 2 or wherever else used in this Code, the term –

2.3.1. "Demerit" means an entry in the records of the School that the learner concerned has been warned against further acts or omissions constituting misconduct; and

2.3.2. "Internal suspension" means requiring a learner to attend School but suspending such learner from attendance of normal classes or participating in normal breaks.

3. Serious Misconduct

3.1. In the event that a learner commits or is party to any act constituting serious misconduct or allows or is party to any omission constituting serious misconduct, the School, acting through its Principal, Vice Principal or Heads of Kodesh, may, having regard to the act or omission in question, summon the learner concerned to an **internal hearing or a disciplinary hearing**.

3.2. An internal hearing shall be conducted in the following manner –

3.2.1. the internal hearing committee shall comprise –

- the Principal or the Vice Principal or Head of Kodesh (either of whom shall act as Chairperson); and
- the grade supervisor of the learner concerned; and
- a social worker or school counsellor of the School in question;

3.2.2. the learner charged with serious misconduct shall be given no less than 5 (five) school days written notice of the internal hearing unless –

- the internal hearing committee directs, with good cause, that a shorter period shall apply; and
- there is no prejudice caused to the learner by the shorter notice period;

3.2.3. the notice referred to in paragraph 3.2.2 shall –

- contain sufficient particularity of the alleged serious misconduct to enable the learner to identify the incident in question and to respond thereto;
- inform the learner of the charges, the place, date and time of the hearing and the punishment which may be imposed;
- inform the learner of his or her rights in terms of this Code;

3.2.4. at the commencement of the internal hearing, the serious misconduct alleged shall be explained to the learner who shall be given a full opportunity to answer the charge of serious misconduct;

3.2.5. If at the conclusion of the internal hearing, the learner is found guilty of the charge of serious misconduct, the learner may either be internally suspended or suspended from further attendance at the School for such period not exceeding 10 (ten) school days and on such terms as may be determined by the internal hearing committee. The internal hearing committee may impose such other punishment as is appropriate in the circumstances.

3.3.A disciplinary hearing shall be conducted in the following manner –

3.3.1. the Disciplinary Committee shall comprise –

- the Kodesh Menahel(et), Principal of the School or his/her Deputy (either of whom shall act as Chairperson); and
- another staff member of the Yeshiva College High School
- the social worker or school counsellor of the school in question;
- if found to be appropriate, the disciplinary hearing may fully be conducted as an external hearing, conducted by an external, impartial chairperson appointed by the Head of school.



- 3.3.2. the learner charged with serious misconduct shall be given no less than 5 (five) school days written notice of the Disciplinary Committee unless –
- the Disciplinary Committee directs, with good cause, that a shorter period shall apply; and
 - there is no prejudice caused to the learner by the shorter notice period;
- 3.3.3. the notice referred to in paragraph 3.3.2 shall –
- contain sufficient particularity of the alleged serious misconduct to enable the learner to identify the incident in question and to respond thereto;
 - inform the learner of the charges, the place, date and time of the hearing and the punishment which may be imposed;
 - inform the learner of his or her rights in terms of this Code;
 - inform the learner that his or her parent/s or guardian/s is/are entitled to be present at the Disciplinary Committee hearing;
- 3.3.4. at the commencement of the Disciplinary Committee hearing, the alleged serious misconduct shall be explained to the learner and the learner and his or her parent/s or guardian/s shall be given a full opportunity to answer the charge of serious misconduct;
- 3.3.5. in the event that the learner admits to the charge of serious misconduct, the Disciplinary Committee shall nonetheless satisfy itself that the learner committed the serious misconduct in question and if so satisfied shall find the learner guilty of the serious misconduct charge. If the Disciplinary Committee is of the opinion that the learner did not commit the act or omission constituting serious misconduct, it shall find the learner not guilty despite the admission;
- 3.3.6. in the event that the learner denies the charge of serious misconduct, the Chairperson of the Disciplinary Committee shall cause a thorough examination of the allegations to be made to ascertain whether or not the learner committed the act or omission constituting the alleged serious misconduct which may include the calling of witnesses or the presentation of any other evidence;
- 3.3.7. the learner or his or her parent/s or guardian/s shall be entitled to question any witness and to examine any evidence presented by the Principal or other staff member/s. The learner concerned and/or his or her parent/s or



guardian/s may call other witnesses or present evidence to rebut the charge of serious misconduct;

3.3.8. after presentation of all the evidence, the learner or his or her parent/s or guardian/s may address the Disciplinary Committee which shall be entitled to adjourn the hearing for a period not exceeding two days in order to consider its verdict.

3.4. in the event that the learner is found guilty of the charge of serious misconduct, the Disciplinary Committee may –

3.4.1. recommend a probation period for the monitoring of the learner's behaviour subject to the condition that if no improvement takes place within a specified period, the learner be expelled; or

3.4.2. recommend steps to facilitate the rehabilitation of the learner on the basis that if the learner not follow such instructions for rehabilitation, or if such steps do not result in rehabilitation within a specified period, the learner be expelled; or

3.4.3. recommend that the learner be suspended from attendance at the School for a period not exceeding 10 (ten) school days and subject to such terms as may be imposed by the Disciplinary Committee; or

3.4.4. recommend that the learner be expelled.

3.5. If expulsion is recommended by the Disciplinary Committee, such recommendation shall be forwarded to the Managing Director of Yeshiva College who may, after considering the matter, expel the learner from the School on written notice to such learner which written notice shall inform the learner and his or her parent/s or guardian/s of the learner's right of appeal in terms of paragraph 4.

3.6. No legal representation shall be allowed at any internal hearing or disciplinary hearing.

3.7. Proceedings of an internal hearing or a disciplinary hearing shall be recorded by the taking of minutes or in such other satisfactory manner as may be directed by the Chairperson of an internal hearing or Disciplinary Hearing.

3.8. The purpose of this paragraph 3 is to ensure fair procedure in respect of any internal hearing or disciplinary hearing. Accordingly, notwithstanding the specific provisions of this paragraph 3, each internal or disciplinary hearing shall be conducted in a manner which is procedurally fair and which affords a learner a full opportunity to present his or her defence and contentions. Such fair procedure shall be achieved by adherence to



the provisions of this paragraph 3 or in such other manner as may in any particular circumstances be fair and reasonable.

4. Appeal

- 4.1. If a learner is expelled, such learner shall have the right to appeal the expulsion in accordance with this paragraph 4. Pending an appeal, the Disciplinary Committee which recommended the expulsion shall be entitled to direct that the learner be suspended from attendance at the School pending the outcome of the appeal.
- 4.2. The appeal shall lie to the Chairman of the Board of Governors of Yeshiva College and two other members of the executive of the Yeshiva College. The Chairman of the Board of Governors may delegate such responsibility to another Honorary Officer.
- 4.3. If a learner and his or her parent/s or guardian/s wish to appeal an expulsion, they shall have to do so by written notice addressed to the Chairman of the Board of Governors within three days of receiving notice of the expulsion failing which the right to appeal shall lapse. The written notice referred to in this paragraph 4.3 shall specify the grounds of the appeal.
- 4.4. The Chairman of the Board of Governors shall expeditiously arrange an appeal hearing and shall inform the Managing Director, the Principal of the School and the members of the Disciplinary Committee which recommended the expulsion of the lodging of the appeal and provide each with a copy of the notice of appeal.
- 4.5. The Chairman of the Board of Governors shall convene the appeal hearing within 5 (five) days of the receipt of the notice of appeal or within such shorter period as may be appropriate in the circumstances and which does not prejudice the learner, the purpose being to dispose of an appeal expeditiously.
- 4.6. At the appeal hearing, the learner and his or her parent/s or guardian/s and the Principal of the School concerned shall be entitled to address the Chairman of the Board of Governors and the other members of the appeal panel.
- 4.7. After considering the appeal, the Chairman of the Board of Governors shall either
 - 4.7.1. dismiss the appeal; or
 - 4.7.2. impose on the learner a lesser punishment; or
 - 4.7.3. allow the appeal, and shall forthwith notify the learner and his or her parent/s or guardian/s of the decision.
- 4.8. **The decision of the appeal panel shall be final.**



- 4.9. The provisions of paragraph 4.6 of this Code shall *mutatis mutandis* apply to an appeal hearing.
- 4.10. No legal representation shall be allowed at any appeal in terms of this paragraph 5.
- 4.11. An appeal hearing shall be recorded by the taking of minutes or in such other satisfactory manner as may be directed by the Chairman of the Board of Governors.

Annexure A to Yeshiva College High School's Code of Conduct

Acts or Omissions Constituting Misconduct

1. Consistent misbehaviour or lack of co-operation and applications to studies including late arrival at classes, failure to complete homework and failure to have required books, or any other school requirements available.
2. Not attending a lesson, or failing to attend School for a complete day or the major portion of a day without a good reason or prior permission from the school.
3. Failure to comply with the School's uniform or other dress requirements.

Annexure B to Yeshiva College High School's Code of Conduct

Acts of Omissions Constituting Serious Misconduct

1. Being found guilty of misconduct after having been found guilty of the same or similar misconduct on two previous occasions in the preceding two terms of School.
2. Any act of dishonesty or cheating.
3. Disrupting a class or threatening or frustrating teaching in a class.
4. Vandalising School property in any way.
5. Smoking or drinking alcohol on School premises or during any School activity, or school related activity or in public places when in full or partial School uniform or being in possession of any tobacco products or alcohol on School premises or during any School activity or school related activity.
6. Being in possession of or distributing pornographic material.
7. Displaying insolence or disrespect to a teacher or any other member of staff.



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8. Bullying, peer abuse or victimization, or any form of initiation.
9. Any act or omission which could result in criminal prosecution.
10. Being found in possession of drugs or dealing or trafficking in drugs or handing drugs to another learner under any circumstances, be it at school or off school grounds.
11. Being in possession of a dangerous weapon whilst at School or during any School activity
12. Engaging in any act of public indecency or sexually harassing another learner or member of staff.
13. Intimidating or attempting to intimidate any person involved in a disciplinary or internal hearing.
14. In any way disrupting the proper functioning of the School.
15. Any act/ or omission that would cause the school to be brought into disrepute.
16. Transmission of any information, messages or the like via cell phone or computer or any technology that is offensive or harmful to any other individual or the school.

Following investigation, schools will use their discretion, whether any particular act is deemed to be an act of serious misconduct as per Annexure B.

Anti-Bullying Policy / Peer Abuse

1. Aims

We the educators, learners and parents of the Yeshiva College High Schools aim to:

- provide guidelines of how to deal with bullying/ peer abuse
- provide a safe and secure learning environment
- promote a caring atmosphere where empathy and concern for other's is valued
- ensure respect for each other and each other's property
- protect children against bullying/ peer abuse
- provide the freedom to report bullying/ peer abuse
- provide support for victims, bullies and parents and educators

2. Definition of Bullying / Peer Abuse

Bullying/ Peer Abuse is regarded as serious misconduct in terms of the code of conduct relating to the Yeshiva College High Schools.

Bullying/ Peer Abuse is an intentional behaviour, which adversely affects another person emotionally and or physically.

Bullying/ Peer Abuse has *three* elements:

1. A desire to hurt
2. A perpetration of hurtful behaviour (physical, verbal or relational) in a situation where there is an imbalance of power which favours the perpetrator (s)
3. The action is regarded as unjustified, typically repeated and experienced by the target as oppressive

3. Examples of Bullying

Physical includes repeatedly doing any of the following to others:

- kicking, hitting, punching, pushing and tripping
- taking other people's possessions (stealing)
- forcing others to do something against their will
- forcing others to give up their belongings, or demanding money, damaging other's property

Verbal includes repeatedly doing any of the following to others:

- teasing
- ridiculing/ mocking
- name calling
- swearing
- threats and rude gestures
- insulting friends and/or family members
- spreading rumours
- unpleasant phone calls, SMS's, MMS's or e-mails.

Psychological/Relational includes repeatedly doing any of the following to others:

- scaring a person
- excluding someone from group activities
- ganging up on a person
- ignoring a person
- dominating a person

4. What Action to Take

What to do if you are bullied:

1. tell the bully to stop
2. walk away

3. inform a staff member and ask for help

What to do if you know someone is being bullied:

1. tell the bully to stop and that such behaviour is unacceptable
2. report the incident to a staff member
3. If you witness such an incident it is your responsibility to take action
4. Do not ignore it, offer your support.

5. Procedures and Responses to Bullying / Peer Abuse

- Repeated or serious cases of bullying must be reported to the principal, any teacher or school counsellor. This can be done directly or anonymously in writing.
- If in writing the note can be left with the school secretary for the relevant staff member.
- All investigations and reports will be treated in the strictest confidence.
- The bully/bullies and the victims will be interviewed separately in order to hear both sides of the story. Interviews/discussions will be recorded in writing.
- Parents or guardians of the children concerned will be informed. They may be asked to attend a meeting to discuss the problem.
- Severe and repeated incidents of bullying will be recorded in the learner's file.
- Certain privileges may be withdrawn from the bully/bullies, for example break times, participation in school teams or other school activities. There might be other punishments imposed from time to time.
- The bully may be required to do community service.
- The bully may be required to attend regular counselling sessions with a school counsellor or outside therapist.
- The victims may also be required to attend regular counselling sessions.
- Repeated or severe forms of bullying may lead to a disciplinary hearing and could result in suspension or even expulsion, as per the code of conduct.



Uniform Requirements

GIRLS	BOYS
Navy skirt – to cover the knee when seated	Grey school trousers
White shirt with school badge – only shirts from Stadium Sports may be worn . Under their shirts girls must only wear white under garments. All buttons of the shirt must be closed.	White shirt with school badge
White ankle socks	Shirts tucked in and a black leather belt must be worn
Black leather school shoes – lace up or bar shoes. No ballet type slip-on shoes or “takkies” may be worn.	Grey or black socks, Black leather lace up shoes only – no “takkies” .
Y.C. School jacket and/or navy blue V-neck jersey (not obligatory – weather dependant).	Y.C. School jacket and/or navy blue V-neck jersey (not obligatory - weather dependant).
No jewellery/ wrist bands except for one earring in each ear which must be either a stud or a sleeper	No jewellery/ wrist bands
Hair must be tied back and no unusual colouring will be accepted	Hair must be above the collar and ears but not shaved too short. Hair should not draw attention eg. Spiky hair, colourants etc. boys to be clean shaven except at times when shaving is forbidden.
Girls may not wear make-up or nail polish to school.	Tzitzit may be tucked in or worn out neatly. Yarmulkes are to be worn at all times on school campus or off campus while wearing school uniform.
Yeshiva School Blazer (Stadium Sports)	Yeshiva School Blazer (Stadium Sports)



8. Policy for High School Arrival

1. Boys High School Arrival Policy

1. All boys are expected to daven in one of the two minyanim or in davening groups daily.
 - Mesivta Minyan begins at 06h45.
 - All learners are expected to arrive on time.
 - Any learner arriving after 06h55 to the Mesivta Minyan will be deemed late to this minyan and are required to daven in the Tichon Minyan.
 - Every learner attending the Mesivta Minyan, is expected to attend the daily Mesivta class, following davening.

2. Tichon Minyan begins at 07h30
 - Any boys arriving after 07h30 will be deemed late.

3. Davening groups will begin in their respective venues at 07h30
 - Only learners who are allocated to davening groups are allowed to attend the groups.
 - Any boys arriving after 07h30 will be deemed late.
 - A further registration will be done at 07h30 by a roving staff member to ensure that all learners are in the appropriate venues - Tichon davening/Davening Groups/Mesivta Classes.

4. Registration will be taken as follows:-
 - Mesivta - Fingerprint scanner located in the BHS Auditorium.
 - Tichon - Fingerprint scanner located in the BHS Beit Medrash.
 - Davening Groups - Written slips will be completed by the davening group facilitator and handed to the roving staff member.
 - Please ensure that the correct point of registration is used.
 - All the above information will be collated by the school secretary. From 07h45, the secretary will be contacting parents to resolve all late arrivals.

5. Learners arriving after 08h15:-
 - Any learner arriving after 08h15, will have to wait at the gate until they have signed their name in the late register and given permission to enter the school by the guard.
 - Once the secretary has been notified of the late arrival, the learner will then proceed to the office to receive a late slip.
 - The secretary will then collate the list maintained by the security guard with the list of slips handed out, at the end of the day.
 - The late slips must be handed to the teacher of the first lesson.



- Any child arriving in the middle of lesson time, will only be allowed into the class with a late slip and with the permission of the teacher. The teacher is entitled to deny access to the class if a late arrival will cause interruption.

6. Managing Late Arrivals

- The Mikveh Gate will be locked from 07h30.
- The Primary School Shelter Gate will be locked to High School learners from 07h30. No access will be granted to High School Latecomers other than through two main entrances.
- If a child is late, the secretary will establish the reason.

7. Child arriving late, after 08h15 :-

- Grade Supervisors will receive weekly reports of late-coming/absenteeism and then contact parents accordingly.
- Any learner who is late without a valid excuse - the parent is to be contacted.
- Any learner who is late twice in one week, without a valid letter, will be disciplined as per the code of conduct. First offence is a break detention and then escalated according to the code of conduct.
- Any learner who is consistently late, even with a 'valid' excuse backed up by a note, if he/she is late more than three times in one week or five times in one month, the parent will be contacted.
- Relevant disciplinary procedures will be followed, as per the code of conduct.
- Staff Members are entitled to use their discretion as to when to contact a parent, even if the consistency of the late-coming is not exactly in accordance with the details outlined above.

2. Girls High School Arrival Policy.

1. School begins at 07h30.

- All learners are expected to arrive on time.
- Any girls arriving after 07h30 will be deemed late.
- All learners must proceed to their Davening venues where registration will take place.

2. Registration will be taken as follows:-

- Each grade will have registration with a teacher at their Davening venue.
- If there is a valid excuse for being late, a note with an explanation must be handed to the Davening teacher.
- Students who arrive late without a note containing a valid excuse will sit a detention.
- All the above information will be collated by the school secretary. From 08h00, the school will be contacting parents to resolve all late arrivals.



3. Learners arriving after 08h00:-

- Any learner arriving after 08h00 must proceed to the office to receive a late slip.
- ii. If a learner has a valid excuse such as a family emergency or illness, she must bring a note of explanation.
- Any lateness without a note is automatically an “unexcused lateness” and will result in a detention.
- The note must be handed to the secretary who will determine the validity of lateness.
- No student will be allowed into class without a late slip from the school secretary.

4. The teacher is entitled to deny access to the class if a late arrival will cause interruption.

- Managing Late Arrivals
 - The Mikveh Gate will be locked to High School learners from 07h30.
 - The Primary School Shelter Gate will be locked to High School learners from 07h30. No access will be granted to High School Latecomers other than through two main entrances.
 - If a child is late, the Secretary will establish the reason.
- Child arriving late, after 8:00 :-
 - Grade Supervisors will receive weekly reports of late-coming/absenteeism and then contact parents accordingly.
 - Any learner who is late without a valid excuse - the parent is to be contacted.
 - Any learner who is late without a valid letter, will be disciplined as per the code of conduct. First offence is a break detention and then escalated according to the code of conduct.
 - Staff Members are entitled to use their discretion as to when to contact a parent.



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9. Admissions Waiting List Policy Document

Thank you so much for expressing your interest in placing your child in our Primary School from January 2015. We welcome your application.

In order to facilitate an effective waiting list for certain classes, particularly where we have capacity issues, the Yeshiva College Management has introduced a mandatory deposit of R3000 upon application. The purpose of this deposit is to secure your application and to allow us to responsibly, with all the requisite knowledge and commitment, plan for expansion of our existing infra-structure and facilities where required and sustainable.

Once the deposit amount of R3000 is received, the application will be processed and your child's name will be placed on the waiting list for the relevant class. Should your child be accepted into our school from January 2015, this amount will then be deducted from your first month's school fees.

Should you choose not to send your child to any of the Yeshiva College Schools for which application forms were submitted, the R3000 for each application is non-refundable.

Should the Yeshiva College Schools be unable to accept your child for whatever reason(s), following relevant communication, the R3000 will be refunded to you.

Our banking details are as follows:

Name :
Bank :
Branch :
Branch Code :
Account Number :

10. Yeshiva College Sport's Policy

YESHIVA COLLEGE SPORTS POLICY

Welcome to the Yeshiva College Sports Department. We encourage your child to participate in at least one sport that we offer throughout the year. Sport has a way of building character, extends team dynamics and allows the child to excel beyond the classroom. We as a department aim to foster a love of sports and exercise in the children, at all levels of ability. This is in line with the vision at Yeshiva College to develop the entire learner, in all aspects.

GRADE 1 AND 2 INFORMATION DOCUMENT

Participation

In Grade 1 and Grade 2, focus is on the learner's participation in sport rather than on a competitive level. Our goal is for every learner to take part in sport. Only in special cases will a learner not be involved in at least one sporting activity. Therefore learners of different levels of skill, play together in mixed teams and the competitive nature is not emphasized.

There are occasions where teams will be selected for the galas or athletic meetings. In these cases athletes or swimmers will be chosen to compete based on performance.

Age Group

Our age group policy is consistent with our competing schools & leagues. The policy is as follows:

Learners born in 2011 – under 7 age group

Learners born in 2010 – under 8 age group

Inter House Events

Swimming

Inter House Swimming takes place in the first term. The Grade 1s do not participate in the actual swimming events. On that day Grade 1s will have a regular school day, while the Grade 2s participate in the gala.

The houses are:

Israel: Blue

Judah: Yellow

Zion: Green

These shirts are specifically designed for each house and can be bought at Stadium Sports. The sports department will allocate each child to a house. Siblings will be placed together.

Athletics

Inter House athletics generally takes place in September according to the Primary School year planner.

We conduct time trials during the learners PT sessions. The girls and boys with the fastest times will be chosen to run for their respective houses.

The runners that are taking part in the races will receive a letter informing them which races they will run on the day. Fun races will take place which include all learners.

(A) Cancellations – Weather Related

- Notifications for the cancellations of extra murals will be no later than 12:00.
- In the event of a cancellation an e-mail will be sent out at 12:00 to all parents, and children will receive an announcement over the school intercom. If parents do not receive a message of cancellation; they must assume that sports will continue. Therefore, children should always bring sports kit with them just in case.
- If a parent cannot fetch his/her child, the sports department should be contacted telephonically so that supervision can be provided by the sports department, until they are able to make arrangements for their children.
- If it starts raining after 12:00 the sports department will carry on with the practice session either in the hall or in a classroom for an hour after school. This will be communicated to the parents via email/sms.
- Lightning Policy – In the event of lightning during any sports event; learners are required to vacate the vicinity to the dedicated safe area which is the Primary School hall. We rely on the Royal Johannesburg and Kensington golf course lightning sirens for notification. A 30- minute waiting period is allocated to decide if the event will continue. During this period learners are required to wait with their sports coach.

(B) Cancellations due to Shabbat

- When a fixture is played on a Friday, the principal and heads of the sports department will make a final decision about our participation or cancellation for that fixture.
- This decision is made based on facts including the commencement of:
 - Shabbat starting time;
 - Distance;
 - Actual starting time of event;



- Predicted traffic and travel time.

Behaviour and Discipline

It is expected that our learners participate and compete according to the core values of the school and with the appropriate Derech Eretz.

This includes sportsmanship, fairness, and the correct respect to their coaches, teachers, teammates, and opponents. Consequences for the above are at the discretion of the sports department.

We encourage parents to support their children at matches and events, and welcome the same values to be exhibited and reinforced.

Yeshiva College Sport Uniform

Sport	Boys	Girls
Cricket	White Shorts, Long White Socks, Y.C. Golf Shirt, Yeshiva Hat	
Swimming	Y.C. Golf Shirt, Y.C. White Shorts	Blue Sports Uniform
Netball		Blue Sports Netball Uniform
Chess	School Uniform	School Uniform
Soccer	White shorts and cricket shirt or soccer uniform from stadium sports	Blue Sports Netball Uniform
Athletics	White Shorts, Long White Socks, Y.C. Golf Shirt, Yeshiva Hat	Blue Sports Netball Uniform

Sports Netball Uniform

We offer the following sports for our Grade 1s and Grade 2s:

Girls - Netball, Swimming, Soccer, Athletics, Tennis, Chess

Boys - Soccer, Tennis, Cricket, Athletics, Chess, Swimming

Please make sure the length of skirts and sleeves are adhered to according to the standards of Tzniut.

Boys are expected to wear their Tzitzit and Kippot at all sports events and training.



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YESHIVA COLLEGE SPORTS POLICY

Welcome to the Yeshiva College Sports Department. We encourage your child to participate in at least one sport that we offer throughout the year. Sport has a way of building character, extends team dynamics and allows the child to excel beyond the classroom. We as a department aim to foster a love of sports and exercise in the children, at all levels of ability. This is in line with the vision at Yeshiva College to develop the entire learner, in all aspects.

GRADE 3 TO 6 INFORMATION DOCUMENT

Participation and Excellence

The aim of the Yeshiva College Sports Department is to ensure that we can achieve maximum participation for all children in different sports as well as developing skills for the different sports played. The policy of excellence will be enforced with regard to selection of teams. This means that best teams / athletes / swimmers will be selected to compete for the school at a competitive level.

With regard to B and C team fixtures, the coaches will undertake to use a policy of rotation to ensure that all learners are given the opportunity to participate and compete.

Age Group

Our age group policy is consistent with our competing schools & leagues. The policy is as follows:

- Learners born in 2009 – under 9 age group
- Learners born in 2008 – under 10 age group
- Learners born in 2007 – under 11 age group
- Learners born in 2006 – under 12 age group
- Grade 7 learners (born in 2004 or before) – Open age group

Cricket, the rules are as follows (irrespective of age) –

Ter Horst Cricket – Grades 4 and 5

Commonwealth Cricket – Grades 6 and 7

Inter-House Events

As our Primary School only goes up to Grade 6, there will be certain grade 7 learners that will be required to complete a team. However, Grade 6s (born in 2006 or before) will constitute the Open Age group. Senior awards will be chosen from the U11 and Open age groups, whilst junior awards will be chosen from the U9 and U10 age groups.

The houses are:

Israel: Blue

Judah: Yellow

Zion: Green

These shirts are specifically designed for each house and can be bought at Stadium Sports. The sports department will allocate each child to a house. Siblings will be placed together.

(A) Cancellations – Weather Related

- Notifications for the cancellations of extra murals will be no later than 12:00.
- In the event of a cancellation an e-mail will be sent out at 12:00 to all parents, and children will receive an announcement over the school intercom. If parents do not receive a message of cancellation; they must assume that sports will continue. Therefore, children should always bring sports kit with them just in case.
- If a parent cannot fetch his/her child, the sports department should be contacted telephonically so that supervision can be provided by the sports department, until they are able to make arrangements for their children.
- If it starts raining after 12:00 the sports department will carry on with the practice session either in the hall or in a classroom for an hour after school. This will be communicated to the parents via email/sms.
- Lightning Policy – In the event of lightning during any sports event; learners are required to vacate the vicinity to the dedicated safe area which is the Primary School hall. We rely on the Royal Johannesburg and Kensington golf course lightning sirens for notification. A 30- minute waiting period is allocated to decide if the event will continue. During this period learner are required to wait with their sports coach.



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(B) Cancellations due to Shabbat

- When a fixture is played on a Friday, the principal and heads of the sports department will make a final decision about our participation or cancellation for that fixture.
- This decision is made based on facts including the commencement of:
 - Shabbat starting time;
 - Distance;
 - Actual starting time of event;
 - Predicted traffic and travel time.

Behaviour and Discipline

It is expected that our learners participate and compete according to the core values of the school and with the appropriate Derech Eretz.

This includes sportsmanship, fairness, and the correct respect to their coaches, teachers, teammates, and opponents. Consequences for the above are at the discretion of the sports department.

We encourage parents to support their children at matches and events, and welcome the same values to be exhibited and reinforced.



Yeshiva College Sports Uniform

Sport	Boys	Girls
Cricket	White Shorts, Long White Socks, Y.C. Golf Shirt, Yeshiva Hat	
Squash	White Shorts, Long White Socks, Y.C. Golf Shirt, Yeshiva Hat	
Swimming	Y.C. Golf Shirt, Y.C. White Shorts	Blue Sports Uniform
Table Tennis	White Shorts, Long White Socks, Y.C. Golf Shirt, Yeshiva Hat	
Netball		Blue Sports Netball Uniform
Chess	School Uniform	School Uniform
Soccer	White shorts and cricket shirt or soccer uniform from stadium sports	Blue Sports Netball Uniform
Athletics	White Shorts, Long White Socks, Y.C. Golf Shirt, Yeshiva Hat	Blue Sports Netball Uniform
Cross Country	White Shorts, Long White Socks, Y.C. Golf Shirt, Yeshiva Hat	Blue Sports Netball Uniform

Please make sure the length of skirts and sleeves are adhered to according to the standards of Tzniut.

Boys are expected to wear their Tzitzit and Kippot at all sports events and training.

YESHIVA COLLEGE SPORTS POLICY HIGH SCHOOL

Welcome to the Yeshiva College Sports Department. We encourage your child to participate in at least one sport that we offer throughout the year. Sport has a way of building character, extends team dynamics and allows the child to excel beyond the classroom. We as a department aim to foster a love of sports and exercise in the children, at all levels of ability. This is in line with the vision at Yeshiva College to develop the entire learner, in all aspects.

GRADE 7 TO 12 INFORMATION DOCUMENT

Participation and Excellence

The aim of the Yeshiva College Sports Department is to ensure that we can achieve maximum participation of all children in different sports as well as developing skills for the different sports played. The policy of excellence will be enforced with regard to selection of teams. This means that best teams / athletes / swimmers will be selected to compete for the school at a competitive level.

With regard to B and C team fixtures, the coaches will undertake to use a policy of rotation to ensure that all learners are given the opportunity to participate and compete.

Age Group

Following a considerable amount of time and consultation with other schools we have finalised our policy, as well as going through the various rules of the schools' sports governing bodies, finalising our policy with regard to age groups. It was ultimately agreed that learners will compete according to their age group and not according to their grade. Therefore, the age group policy is as follows:

Learners born in 2005 – under 13 age group
 Learners born in 2004 – under 14 age group
 Learners born in 2003 – under 15 age group
 Learners born in 2002 – under 16 age group
 Learners born in 2001 – under 17 age group

Learners born in 1999 – Opens

Where specific competitions or events have different rules, we will apply those rules for the specific event.

In cricket, squash, table tennis and tennis the rules are as follows (irrespective of age)–

JNR Cricket – Grades 8 and 9
 SNR Cricket – Grades 10 and 11

We are aware that the above policy poses certain challenges and some learners will be competing with children in older grades. However, much consultation and process has gone into making this decision. It is the most fair system and, in addition, it is the policy that most of the schools with which we compete, follow.

(A) Cancellations – Weather Related

- Notifications for the cancellations of extra murals will be no later than 12:00.
- In the event of a cancellation an e-mail will be sent out at 12:00 to all parents, and children will receive an announcement over the school intercom. If parents do not receive a message of cancellation; they must assume that sports will continue. Therefore, children should always bring sports kit with them just in case.
- If a parent cannot fetch his/her child, the sports department should be contacted telephonically so that supervision can be provided by the sports department, until they are able to make arrangements for their children.
- If it starts raining after 12:00 the sports department will carry on with the practice session either in the hall or in a classroom for an hour after school. This will be communicated to the parents via email/sms.
- Lightning Policy – In the event of lightning during any sports event; learners are required to vacate the vicinity to the dedicated safe area which is the Primary School hall. We rely on the Royal Johannesburg and Kensington golf course lightning sirens for notification. A 30- minute waiting period is allocated to decide if the event will continue. During this period learners are required to wait with their sports coach.

(B) Cancellations due to Shabbat

When a fixture is played on a Friday, the principal and heads of the sports department will make a decision about our participation or cancellation for that fixture

Behaviour and Discipline

It is expected that our learners participate and compete according to the core values of the school and with the appropriate Derech Eretz.

This includes sportsmanship, fairness, and the correct respect to their coaches, teachers, teammates, and opponents. Each learner has to adhere to the dress code provided.

Children who use inappropriate language or show inappropriate behaviour will be suspended from playing. Such decisions will be at the discretion of the principal, heads of sport and coaches.

We encourage parents to support their children at matches and events, and welcome the same values to be exhibited and reinforced.

External Stakeholders



No private coaching conducted by the parent body is allowed to take place on the Yeshiva College Campus.

Yeshiva College Sports Uniform

Sport	Boys	Girls
Cricket	White Shorts, Long White Socks, Y.C. Golf Shirt, Yeshiva Hat	
Squash	White Shorts, Long White Socks, Y.C. Golf Shirt, Yeshiva Hat	
Swimming	Y.C. Golf Shirt, Y.C. White Shorts	Blue Sports Uniform
Table Tennis	White Shorts, Long White Socks, Y.C. Golf Shirt, Yeshiva Hat	
Netball		Blue Sports Netball Uniform
Chess	School Uniform	School Uniform
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Cross Country	White Shorts, Long White Socks, Y.C. Golf Shirt, Yeshiva Hat	Blue Sports Netball Uniform

Please make sure the length of skirts and sleeves are adhered to according to the standards of Tzniut.

Boys are expected to wear their Tzitzit and Kippot at all sports events and training.

Attendance of matches and/or practices

- We have introduced a registration system to ensure appropriate monitoring of attendance and conduct at matches and practices.
- Unless absent from school, in which case, parents are to phone in to provide an excuse, learners are to personally excuse themselves from attending practice with the respective teacher.
- Any learner who is absent from school will not be allowed to attend a practice session or play in a match on that day.
- If the learner is not attending practices, the coach reserves the right not select the learner to play the match.
- If the learner misses a practice, the sport department will enquire from the parent why the learner missed the practice
- If the learner is not going to be at a practice, the parent is requested to communicate the reason beforehand.



- If the learner misses 3 or more practices without any valid reason, the coach reserves the right to expel the learner from the team.
- If the learner is not able to play on match day, the learner/parent are obliged to notify the sport department by no later than 9:00, in order for us to find a replacement.
 - Failing to comply with the above, the learner will be subject to a 2 match suspension, at the discretion of the coach.

Team selection policy (including reserves)

- Teams will be selected on merit and based on attendance at practices as well as performance in matches.
- The teams will be selected by qualified coaches in consultation with the Head of Sport.
- Under no circumstances will parent interference be tolerated with respect to selection or the running of practice sessions. Any parent wishing to raise an issue is to do so with the Head of Sport and not directly with the coaches.

YESHIVA COLLEGE SPORTS STAFF MEMBER POLICY

This policy is to be read in conjunction with the sports policies related to learners that are distributed periodically to school parents.

1. Supervision Conduct

- a. All staff are to be familiarised with the School Code of Conduct, as well as the specific sports-related policies.
- b. All staff are to act with the responsibility of loco parentis during any sports activities, practices, matches and classes.
- c. All staff are required to be trained appropriately to educate in sports and exercise education, supervise learners and maintain class and practice discipline as necessary. This includes taking register for learners present in extra-curricular practices and matches.
- d. All staff are to be trained in the necessary procedures to respond or report any exceptional incidents as appropriate to the situation.

2. Supervision Ratios

- a. Field Sports
- b. A Ratio of 1 Adult (over the age of 18) to 15 learners is required.
- c. Swimming Pool Sports
- d. A Ratio of 1 Adult (over the age of 18 that is able to swim) to 10 learners is required.

3. Emergency Procedures

- a. These are outlined in the Sports Department's document named, "Policies Regarding Injuries".

4. Health and Safety Procedures

- a. Evacuation Procedures
 - The permanent Sports Department members are to serve as the central team to manage evacuation and emergency procedures.
 - The Sports Department members are to be responsible for sweeping school areas, searching for suspicious objects and persons.
- b. General Awareness
 - Sports Department members are to be vigilant with regards to the state of facilities:-
 - Check areas and facilities are safe and secure before use for sporting activities.
 - Be vigilant around all areas in the school and general campus and report any issues, as required.

Policies regarding Injuries

- The Sports Department annually visit Hatzolah to recap on CPR.
- We are constantly checking and replenishing the stock for the Emergency First Aid Bags in the Sports Office, Primary School and High School offices, as stated in the Occupational Health and Safety Clause (11.7) of the Exemplar School Safety Policy (2012)
- The Sport Office is in general the first port of call to administer any first aid.
- In the Primary School office, there is a small first aid room.
- Students at the school know that the Sport Department is the first port of call for any incidents. CSO (Caleb) will call the CSO Switchboard to notify the respective response needed, depending on the severity.
- The Sports Department also have CSO number up in the office, if needs be to call them if it is a serious incident.
- The Sport Department is the closest department to the field and playgrounds.
- Permanent Sports Department Staff are to be trained in Level One First Aid.



11. Computer Facilities and the Internet

1. Introduction

It is expected that our learners will use the computer facilities across a wide spectrum of educational aspects at each phase of their schooling. Some of these aspects could incorporate:

- General computer literacy,
 - Research techniques using IT resources,
 - Word processing,
 - Desk-top publishing,
 - Construction and the use of spreadsheets, databases and web-pages
 - Introductions to telecommunications
 - Graphical development
 - IT Security and
 - The use of programming languages.
- 1.2 There is a wide range of subject based software which can be successfully incorporated into various subject areas.
- 1.3 Access to e-mail and Internet enables students to explore thousands of libraries, databases, museums and other repositories of information. It also affords them the ability to exchange personal communication with other Internet users around the world. Parents and learners should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purpose of the schools Internet resources is for constructive educational goals, and not for recreational or frivolous purposes, students may find ways to access other materials.
- 1.4 The school undertakes to do its best to ensure that learners do not visit internet sites which could potentially contain illegal defamatory, inaccurate, or offensive material. **Students and parents need to be aware that it is strictly prohibited for any student, teacher, administrator or parent to access such sites using the schools IT infrastructure at any time.**
- 1.5 As part of the schools' continuing effort to protect its learners from the potentially harmful aspects of the Internet, while allowing them full access to the benefits that the Internet offers, state of the art security software has been installed on the computer network. This software has been designed and implemented to monitor the websites that are accessed using the school's IT infrastructure by all users on an individual basis. This software also monitors the exposure of the network to malware, spyware, adware and virus intrusion. It has been designed to protect the



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system, network and servers as far as possible and thus will continually scan all directories, work that is produced on the computer and or saved on the computers, as well as any external media that are introduced to any part of the system by any person for material considered prohibited by the school policy.

2. The School's Expectations

- 2.1 Students are responsible for appropriate behaviour on the school's computer facilities, just as they are in a classroom or on any school playground.
- 2.2 Communications on the network are often public in nature, and general school rules for behaviour and communications apply.
- 2.3 The user is personally responsible for his/her actions in accessing and utilising the school's computer resources.
- 2.4 Students should never access, keep or send anything that they would not want their parents or teachers to see or have access to.
- 2.5 The use of the network is a privilege, not a right, and may be revoked if abused.

3. The Rules

- 3.1 The school requires parents to be aware of the following specific conditions under which children have access to computers in general, and in particular to the Internet at school.
- 3.2 Everyone in the school must treat computers with care, abiding by the rules of the computer laboratories and libraries which have been and will be from time to time communicated in writing and verbally.
- 3.3 No learner may change the operating system settings or any program settings or introduce any code or change to any part of the operating system without explicit written permission of the school system administrator.
- 3.4 No external storage device may be inserted to any part of the system/ network without explicit written permission of the school system administrator or the computer teacher in charge of the laboratory or library at that specific time.
- 3.5 No disks, manuals or computer equipment may be removed from any office, computer room, laboratory or library without explicit written permission of the school system administrator.



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- 3.6 Learners may only use the facilities of the computer laboratories under the supervision of appropriate school staff members.
- 3.7 At the High Schools, teachers will provide guidance for finding information on the Web for specific project work.
- 3.8 Information (text or graphics) may be printed when it is required for specific work with prior consent of the relevant teacher. No other pictures or text, other than the learner's own work, may be printed without permission from a teacher.
- 3.9 No Web games may be played or downloaded.
- 3.10 Learners may not visit any pornographic or other undesirable Internet sites. If they by chance access such sites, they must immediately leave the site. No further exploration will be permitted.
- 3.11 No profane, abusive or impolite language should be used in e-mail communications.
- 3.12 Chat lines may not be accessed from school.
- 3.13 The distribution of inappropriate messages to groups or individuals is not permitted.
- 3.14 No web-based e-mail may be used from the school's computers (eg. hotmail, yahoo etc) – the only e-mail addresses permitted to be used on the systems are those that have been allocated to learners and staff of Yeshiva Schools by the Yeshiva Schools' IT system administrator, issued on behalf of the school concerned.
- 3.15 Students must ensure that they log off from their workstations when they have completed their work or wish to terminate their approved sessions.
- 3.16 Using an account owned by another user is strictly forbidden at all times.
- 3.17 All reasonable care must be taken when working with computers, printers and peripherals.
- 3.18 Unauthorised access to any network resource is strictly prohibited.
- 3.19 Degrading or disrupting system performance by wastefully using network resources will not be tolerated.
- 3.20 No software may be loaded onto any computer on the Yeshiva College Schools' networks.



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3.21 Learners who visit undesirable Internet sites, play games on the Internet or download, create or print unsuitable material, behave inappropriately or infringe any of the above conditions for appropriate usage, may be suspended from using the computer facilities for varying periods of time. In the case of regular infringements, further disciplinary action will be taken, in accordance with the Code of Conduct, from time to time.

12. iPad Acceptable Use Policy, Procedures, and Information

The focus of our iPad programme is to provide tools and resources to the 21st Century learner. The use of iPads is a way to empower learners to maximise their full potential. Effective teaching and learning with iPads integrates technology into the curriculum.

The policies, procedures and information within this document apply to all iPads used at Yeshiva College, including any other device considered by the School to come under this policy. Teachers may set additional requirements for use in their classrooms.

This policy is provided to make all users aware of the responsibilities associated with rewarding, motivating, efficient, ethical and lawful use of technology resources.

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 - 1.2 Insurance

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 - 4.1 Saving your work
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9. Surfing Safely: Online Safety & Social Etiquette (Think before you click)

1. iPad - responsibility of parent and learner

1.1 Purchasing iPad

The school will suggest the minimum requirement of the model of iPad to be purchased by parents. Parents can purchase a model with extended capability. It is the responsibility of the parents to research which model is best (taking into account the recommended model) for their child.

1.2 Insurance

The iPad must be insured by the parent. The school will take no responsibility in case of breakage, loss or damage of any kind. Parents are responsible for any necessary repairs. Please note that general household insurance only covers theft. Additional insurance e.g. in the form of iCare is recommended.

2. Taking care of iPads

2.1 General precautions

- The iPad is the property of the learner & parent.
- Only use a clean, soft cloth to clean the screen (no cleansers of any type).
- It is highly recommended that only Apple products are used to charge iPads.
- Do not use an iPhone charger to charge an iPad.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.

2.2 Carrying iPads & protective cases

A protective case must be bought by the parent. The protective case must have sufficient padding to protect the iPad and provide suitable means for carrying the device within the School. The guidelines below should be followed:

- iPads should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

2.3 Screen care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using iPads at School

iPads are intended for use at School each day for the purpose of learning. Therefore, all content should be relevant, on-topic and respectful.

Inappropriate content includes any content that could be seen as:

- Pornographic, obscene or offensive.
- Harassment (racial, religious, sexual orientation, physical characteristics, gender, ability/disability, economic status).
- Impersonating by using another person's online profile to access social networking.
- Intimidation or threatening behaviour.
- Plagiarised material, commercial content, unauthorised copyright material.

3.1 Screensavers and background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

3.2 Sound, music, games or programmes

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.



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- Music may be available on the iPad, but can only be used at the discretion of the teacher
- Internet games are not allowed on the iPads.

3.3 Printing

Learners need to consult with their teachers about which printer they may use in order to print their work. Learners will be given information and instruction on printing with the iPad at School.

4. Managing your files and saving your work

4.1 Saving your work

Learners are responsible for all file management on the iPad. It is recommended that learners email documents to themselves for storage on a flash drive, school server or on a server based online storage account. Each student will receive a “yeshivalearners” Office 365 email address. This will allow him/her them to use OneDrive on a desktop and OneDrive for Business on their iPads. This is an online storage account which will ensure that all documents saved on OneDrive whether on the desktop or iPad will be accessible to the Learner online. Learners are also completely responsible for backing up all their information - the school will take no responsibility for loss of data. It is the learner’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Network connectivity

The School makes no guarantee that it’s network will be up and running 100% of the time. In the case that the network is down, the School will not be responsible for lost or missing data.

5. Software on iPads

5.1 App installation and maintenance

Parent/s will be in charge of the Apple ID and password. The school will perform mass deployment of all required security and WIFI settings as well as free apps to the iPad before they can be used on campus. It is the responsibility of the parent and learner to ensure that the learner has the recommended apps on the iPad. Teachers will communicate which additional apps must be installed onto the devices by a certain time, and this will be the responsibility (installation and cost) of the learner and parent. Failure to have the required app on the device at the time stated will lead to the learner not being able to engage in the classroom effectively.



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5.2 Educational content

The purpose of this device is for educational purposes only. All games are to be removed from the iPad during school time.

5.3 Inspection

Learners may be selected at random to provide their iPad for inspection. This includes any electronic resource used by the learners at school or school related activities. Electronic resources include, but are not limited to iPads, cellphones, and any other electronic equipment, Facebook, MySpace and blogging sites. The administration reserves the right to hold learners accountable for any material posted on their devices, equipment, or sites that is contrary to the mission and values of Yeshiva College. The administration may review social networking sites and internet activity at any time.

5.4 Software upgrades

Upgrade versions of licensed software or apps are available from time to time. All updates must be done by the learners or parents. The iPad software must be up to date at all times.

6. Acceptable use

If a person violates any of the terms named in this policy, privileges may be terminated, access to the School technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/ expulsion for learners. Where applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian responsibilities:

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your learner to opt out of having an iPad, you will need to sign a form indicating this and understand that your learner is still responsible for meeting the course requirements (this may take longer).

6.2 School responsibilities are to:

- Provide Internet and email access to its learners.

- Provide network or online data storage areas.
- These will be treated similar to School lockers. The School reserves the right to review, monitor and restrict information stored on or transmitted via the School's equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid learners in doing research and help assure learner compliance of the acceptable use policy.

6.3 Learners are responsible for:

- Using the iPad in a responsible and ethical manner.
- Charging the iPads overnight.
- Obeying general School rules concerning behaviour and communication that apply to iPad use.
- This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the learner's own negligence, errors or omissions. Use of any information obtained via the School's designated Internet system is at your own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Monitoring all activity on their account(s).
- Turning off and securing their iPads after they have finished working to protect their work and information.
- Putting iPads away timeously when asked not to use them in certain lessons.

If a learner should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and hand it in to the principal/ counsellors / grade controller immediately.

6.4 Learner activities which are strictly prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School policy or public law
- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling exam papers, book reports or other forms of school work.
- Messaging services, such as MSN Messenger, ICQ, etc.
- Internet or computer games at school unless instructed by a teacher
- Use of outside data disks or external attachments without prior approval from the administration
- Spamming such as sending mass or inappropriate emails
- Gaining access to other learner's accounts, files, and/or data
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity

- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Learners are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the school web filter through a web proxy i.e. 3G or 4G must be turned off whilst the learner is on school premises. Any attempt to intentionally bypass the school's filtering system is considered a violation of the Acceptable Use Policy.

6.5 Legal propriety

- Learners must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the school Code of Conduct. Give credit to all sources used, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Use or possession of hacking software is strictly prohibited.

7. Protecting and Storing of iPads

7.1 iPads left in unsupervised areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the School grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen.

8. Learner Pledge for iPad Use

Learner Pledge for iPad Use

1. I understand that the use of technology is a privilege, not a right. I will use the iPad in ways that are appropriate, meet Yeshiva College School expectations and are educational.
2. I will ask permission from the teacher first before using my iPad and will put it away immediately when asked to.



3. I will take full responsibility for managing my iPad - software, charging (charge overnight at home) and general care.
4. I will never leave the iPad unattended unless it is locked away safely in my locker and I will know where the iPad is at all times.
5. I will be a responsible user of the technology and I will not access inappropriate sites/information.
6. I will only have recommended apps on my iPad during school time so as to not be distracted by games etc.
7. I will keep food and beverages away from the iPad since they may cause damage to the device.
8. I will always use clean hands to operate my iPad.
9. I will protect the iPad by only carrying it in the case provided; always using two hands to grasp it close to my body and I will NEVER run when carrying my iPad.
10. I will save my information twice; once on my iPad and I will constantly make a backup of my school work on the online storage – Office 365.
11. I understand that my iPad is a privilege and is subject to inspection at any time without notice.

Surfing Safely: Online Safety & Social Etiquette (Think before you click)

1. I will not put any personal information that would identify me or my school online.
2. I will not communicate with people I do not know, including opening messages, downloading files or files or clicking on links.
3. I will have secure passwords on my iPad device and on my private files.
4. I will never share my passwords with anyone except my parents/ care-givers. (Not even my best friend!)
5. I will read the conditions before I accept Apps and make sure I am not exposing private information online.
6. I am aware that anything I post online is there forever (even snapchat!!)



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7. I realise that everything I do online will create an online reputation that will be difficult for me to change in the future.
8. Any swearing or bad language I post reflects next to my name, and I can be disciplined by the school for this inappropriate behaviour.
9. I will not take a friend's iPad as a joke, to pretend he/ she has lost it, or to "hack" it and change his/ her settings, statuses, posts, etc. Any of these actions will lead to disciplinary action.
10. I will not send messages from a friend's device in his or her name.
11. I will not post unflattering pictures of classmates or friends, or send pictures of classmates as "jokes". If friends ask me to untag or take down pictures of them, I will do so immediately.
12. I know what cyber bullying is, and I will not be involved in any bullying acts in any way. Should I witness cyber bullying, I will not be a bystander, I will report the bullying to a teacher or counsellor.
13. I am aware devices are addictive, and will allow my parents to monitor my usage of my devices.

13. Alcohol and Substance Use Policy

As the primary goal of the Yeshiva College schools centres on educating and preparing our students to become productive members of society and the Jewish community we hold *Derech Eretz* as one of our core values. This is described in the school's mission statement as *approaching all endeavours with responsibility and integrity*. As a school we need to do the best we can to ensure the safety and healthy development of our learners, and at the same time protect the reputation of the schools.

Furthermore, as a school operating within the broader South African context we acknowledge and recognise that providing alcohol to learners below 18 years of age is considered illegal. If we hear of parties or events hosted by Yeshiva College parents where children under the age of 18 have been served alcohol, we reserve the right to report this to the relevant authorities.

It is within this context that the following policy is formulated.

1. If a learner is found to be in possession of alcohol or any illegal substance on school property, this will result in an external disciplinary hearing. One of the possible outcomes of such a hearing is expulsion from the school.
2. If a learner is suspected of being intoxicated or under the influence of substances on school property, the learner may be sent for testing by a laboratory or a breathalyzer test will be conducted at the school. The cost for this will be incurred by the parent and/or guardian. The results of this will be made known to the school following which appropriate disciplinary action may ensue.
3. If the school receives reports about a learner/s having been intoxicated or under the influence of any substances off the school property or outside school hours and these reports are perceived as actions that may bring the image of the school into disrepute, the school will investigate the matter and appropriate disciplinary action may ensue. This might include an external disciplinary hearing. We would like to draw the attention of parents to Shabbat lunches and afternoons gatherings particularly as we have found some of these to be a problem in the past.
4. Please note that the responses of the schools aims to promote the healthy development of the learner with the simultaneous need to protect the image of the school. In relation to the former, the school reserves the right to insist that a learner guilty of these infringements, be referred to substance abuse professionals or agencies for assessment and/or intervention.
5. If a child repeatedly abuses alcohol or any other substances, they will not be eligible for any leadership positions in the school; such as prefects, Junior City council, Captain in a sports team. They might also be precluded from going on school tours or outings such as Kfar, or those offered by YID including TIP tours.



Yeshiva College Alcohol Policy Document Pertaining to Bar/Bat Mitzvahs

When our children attend a bar / bat mitzvah function and other functions associated with this simcha, i.e., Friday night supper, Shabbat lunch, shul brocha, etc. it takes on the image of being a “Yeshiva College function” by association. People often refer to the fact that they have attended a Yeshiva College bar / bat mitzvah, rather than referring to the ‘Baalei Simcha’. It is for this reason that we feel that we have a role to play in ensuring that the Smachot reflect the ethos and core values of our school. Our aim in the policy is to provide a structure that will protect our learners and the Baalei Simcha from any inappropriate behavior that unfortunately has all too often become associated with these kinds of functions throughout the Jewish community.

It is well known that the challenge of alcohol consumption begins at a young age. We need not expound on the dangers of exposure to alcohol consumption at this age and the social pressure around it.

Before any child in the school celebrates his or her Bat or Bar Mitzvah, the parents will be called in to sign our policy document pertaining to their simcha. This will include references to the following conditions:

- a) Alcohol may not be served under any circumstances to any Yeshiva College learners regardless of whether or not they are above the legal drinking age. This is the sole responsibility of the hosts.
- b) Where alcohol is being served, it needs to be strictly served to adults only. No alcohol bottles should be on the tables as this can be abused by children.
- c) Alcohol should be ordered directly from the waiter and/or a dedicated barman who knows his/her responsibility. Shot glasses and/or cups of liquor should not be pre-poured for people to take, but rather should be ordered directly from the barman.
- d) It is clearly impossible for the barman to know the ages of the children of all the guests at the functions or to know whether they are school going children. Therefore, we highly encourage that a group of responsible adults is asked by the hosts to be vigilant in terms of ensuring that drinks are not served to the learners. An alternative to this is the employment of bar / bat mitzvah bouncers. These people should be made aware particularly of the common practice of young post-school adults obtaining the alcohol on behalf of the younger guests. The school is prepared to make this service available should the need arise.



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- e) We appreciate the cooperation of parents and other adults supporting this process by modelling and demanding appropriate and positive behaviours in celebrating the simcha.
- f) Parents who fail to comply with the above will be called in to discuss whether Yeshiva College is a suitable school for their family.



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14. Values and Standards Policy

Statement of Intent

Yeshiva College is committed to providing a safe and appropriate environment for all students and school employees. All learners are taught to respect and trust their Rabbis, teachers and all school administrators. Our school strives to establish a safe environment for every child's physical, emotional and spiritual well-being.

This **Yeshiva College Values & Standards** document details a broad outline of appropriate interaction and behaviour under the auspices of Yeshiva College Schools.

These standards place a special emphasis on unwanted touch and the exerting of any form of verbal, physical or inappropriate psychological influence or control on learners and/or staff. In keeping with its commitment to maintain a safe environment, our school will conduct a thorough investigation of any violations, report such violations to the appropriate authorities when legally mandated to do so, and take necessary measures to counsel or remove individuals who violate these principles.

Any concerns, suspicions or allegations of abuse, harassment or violation of behavioural standards should be promptly reported to the counsellor of the relevant school.

15. General Consent Policy

Educational Psychology and counselling services at school

The school provides counsellors who offer educational and emotional support for learners. This support may include counselling, crisis support, learning support, study skills development and career guidance. Support services may be offered individually, in small groups or in the classroom. Support will also be available in crisis situations. Support services are not only offered to learners who are in need or who are struggling, but are an opportunity for all learners to develop to their full potential.

Please note that the counsellors are in regular consultation with the teachers, sports coaches, YID madrichim and management. These consultations are directed towards the interests of the school as a whole, as well as the best interests of each learner. While confidentiality is of paramount importance in a counselling setting, discussions about individual children may emerge in these consultations. The counsellor reserves the right to use his or her discretion in any disclosure taking into account the best interests of the school and the best interests of the learner. With class or group dynamics, counsellors may be called on to intervene. If this requires further individual intervention, parents will be notified.

The partnership between school and home is valued, and should concerns related to the child arise parents need to be aware they will be contacted. Before any formal support commences, contact with the parents will take place. However, in an urgent situation, learners may require containment, in which even the parents will be notified afterwards, as soon as possible.

16. Becoming familiar with our values and standards

Yeshiva College schools' strives to create a safe environment on its campus. Our **Values & Standards** document aims to protect our learners, educators and staff alike.

- A. All employees of **Yeshiva College** are expected to sign **The Values & Standards** document when they commence their contracts and again at the beginning of every year.
- B. All learners are obliged to sign **The Values & Standards** document when they enrol at the school and again at the beginning of every year.

The Values & Standards establish and maintain the **Yeshiva College** "way of life", and they are entrenched with certain models/constants/infrastructure/via certain departments.

1. Role of Counsellors

All cases of concern or suspicions relating to abuse must be reported to one of the counsellors, who are professionally trained to manage a reported incident. It is their duty to follow up concerns appropriately and within the legal framework. The counsellors will liaise with all parties involved and refer to statutory bodies when necessary. The principal/s of the school will also be informed so that holistic care and support, including academic support for the learner, can be ensured. The principals and the counsellors are bound by strict professional codes of confidentiality and ethics.

2. Staff Training

Every staff member (educators, madrichim from the Yeshiva Informal Department, administration, sports and ground staff) will be required to attend workshops relating to child safety periodically.

3. Awareness

The school commits to raise and maintain awareness around learner safety. This includes parent workshops, information in newsletters, guest speakers, in-house training etc.

4. Learner Education:

Developmentally appropriate life skills, which are within the context of our school ethos, will be devised by the school counsellors for our learners.

5. School trips

The following rules pertain to all school informal programmes, outings, school trips and Shabbatonim.



- a. All volunteer madrichim will be required to have training at the beginning of the year relating to learner-safety, and will be required to sign a learner safety contract. If they join later in the year, they will be required to attend a session with one of the school counsellors.
- b. The madrichim and counsellors will meet before and after each event.
- c. Sleeping arrangements will be co-ordinated by the madrichim and each learner must have their own bed and linen.
- d. Any incidents of concern during a school trip must be reported to the counsellors and heads of school.
- e. The head of YID will be responsible to ensure that all the above processes occur.

6. Privacy Rules

- a. No learners are allowed in toilet stalls together.
- b. Any inappropriate behaviour amongst learners such as bodily harm or exposure, pulling down pants, bog washes etc. will result in disciplinary procedures.
- c. No learner will be permitted to provide assistance to any unfamiliar person on the campus without the written consent of their teacher. This is a caution against "stranger danger" and protecting learners from potentially dangerous situations.

7. Effective Education

Effective education requires a healthy use of connection and warmth; **Yeshiva College** strives to achieve this. While the overwhelming majority of interactions between administration, staff and learners fall well within the range of normal healthy relationships, certain behaviour should be regarded as incompatible with goals and standards of **Yeshiva College** and therefore are always prohibited. These guidelines have been created within the framework of Jewish law, which is the paradigm by which our school is governed.

- Teachers/staff may not be alone with learners in an area that potentially cannot be seen or observed by other faculty members or adults.
- Teachers/staff may not be in a locked classroom alone with a learner.
- Doors equipped with windows to permit external viewing of the classroom must remain unobstructed at all times.
- Staff meeting one on one with a learner may only do so on school grounds.
- Physical force may never be used other than to safeguard against immediate physical danger.

- Unwelcome physical contact, such as massaging, patting, pinching, punching, pushing and physical assault, or any other inappropriate touching, is prohibited.
- Teachers/staff may not denigrate learners publicly or privately or attempt to control or manipulate learners through psychological means.
- Teachers/staff may never forbid learners to share conversations or information with parents or administration, nor instruct learners to “keep secrets” from their parents.
- Teachers/staff may not give inappropriate sexual attention (towards others) in the form of remarks, jokes or innuendoes about a person’s body or clothing.
- Teachers/staff shall not display nor distribute any demeaning, suggestive or pornographic material – this is illegal and a criminal offence.
- There may be no indirect or explicit invitations to engage in inappropriate or suggestive activities, which may or may not include a promise of reward for complying, or a threat of reprisal for not complying.
- All of the above identified behavioural standards apply whether in person, on the telephone and/or with any internet communication, including but not exclusive to Instant Messaging websites, text messaging, email or chat rooms. Teachers and learners may not engage informally through electronic media about anything not directly related to school matters; except for public forums such as ColCampus, which are highly recommended.
- All of the above identified behavioural standards also apply to learner interaction when under the supervision of school employees and/or when participating in a school related program.



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17. Remission Policy

The Financial Manager will go through all existing subsidies. He will meet with all those applying for a subsidy. Once this has been completed, all relevant information will be forwarded to Remcom (Remissions Committee) for approval. The final decision will be signed off by a Remcom member.



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18. Admissions Policy

Yeshiva College has established firm guidelines governing the maximum numbers of learners per class and the number of classes per grade to ensure effective education is delivered to all our learners. These numbers vary according to the age and grade of our learners and as deemed appropriate by our educators from time to time. These restrictions are in the best interests of our learners but are also subject to space, capacity and financial constraints to ensure sustainability.

It is Yeshiva College's policy that every parent who applies to bring his/her child to Yeshiva College be afforded an interview with the relevant Principal/Principals, unless it is clear that the applicant in question is not Jewish and does not plan to enter the conversion process. At the interview, the Principal will make it clear to the applicant if there is a potential problem in terms of numbers and capacity in the grade/grades being applied for.

Each Principal will keep a file of applicants who were so advised of a lack of space due to number constraints, in the event that at some future date, there are sufficient applications to warrant the creation of another class if possible, or if a sitting learner/s leave/s the class that was previously full. We will have a ranking order of suitable applicants to take up any possible spaces that become vacant.

Before a child is turned away because of a lack of space, the application will be discussed with the Managing Director and/or the Executive Committee of the Board of Governors.

If there is no issue of capacity in the relevant class, the application will be considered and relevant communication will follow regarding the learner's acceptance or non-acceptance into Yeshiva College.

If you would like to make an application for your child to join one of the Yeshiva College Schools, please contact the relevant principal to set up a meeting:

1. Pre-Primary School - Mrs Ruth Kirkel rkirkel@yeshivateachers.co.za
2. Primary School - Mr Joseph Beer josephbeer@yeshivateachers.co.za
3. High School - Mrs Denese Bloch deneseb@yeshivateachers.co.za

19. Media Protocol

1. Any invitation from a member of the Media or any company approaching the school unsolicited is to be referred immediately to the Head of Security for Yeshiva College without making further contact with such person.
2. The Head of Security will process the query and ascertain the bona fides of the media member.
3. The Head of Security will inform as to whether the media person or unsolicited sales person should be entitled to access at the school.
4. The Head of Security will determine the basis of such access.

Rules on filming and photographing at school

1. No person shall photograph the school or take video footage of the school unless it has been cleared and approved by the Head of Security.
2. Any filming is to be done in a specific area of the school and no wide angle shots are to be taken.
3. No footage or photos of the gates and entrances and perimeters of the school are to be taken.

If in doubt, the CSO should be called.