\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_We Rise\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRANTLEY COLLEGE

College of Hospitality



Student Handbook 2023/2024

Code of Conduct

Policies

Daily procedures

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Welcome to Grantley College

It is an honour to welcome you to the Grantley College Family.

This student handbook is not meant to be an exhaustive guide to our school, its’ policies, procedure, rules or regulations. It is meant to be a snapshot of the ideals and values that Grantley College upholds and aspires to.

Your journey at Grantley College will most certainly have its ups and downs. However, we are here to support you in this exciting journey.

**Grit – The ability to persevere until you achieve your goal.**

You will be faced by many challenges as you travel your academic journey. We will ask you to work harder, go further, extend your comfort zone, and succeed. We will ask you to persevere until you have reached your goals.

**Leadership – The ability to stand for others, protecting and guiding them**.

There is a leader in every young lady and gentleman at Grantley College. At Grantley College you will receive many opportunities to develop your leadership skills. We believe leadership is synonymous with service.

**Honour – Choosing to do the right, even when it is the most difficulty path to choose.**

Grantley College strives to instil self-control, putting others above self and choosing the high road in all circumstances.

**Kindness – Being able to walk in someone else’s shoes.**

Everywhere we go in life, we are surrounded by people who bear different burdens, and have different “mountains to climb.” At Grantley College we strive to mould young ladies and gentlemen who are tolerant, compassionate and gracious.

We trust that you will have a long and happy stay at Grantley College



Vision and Mission of Grantley College

**Grantley College strives to offer a premier high school experience, together with comprehensive learning support, in a compassionate environment.**

* Quality Enriched Curriculum
* Qualified Experienced Motivated Educators
* NCV College Curriculum
* Work Shadow Experiences
* Hands on practical skills preparation
* Professional Emotional and Social Support
* Holistic Extra Mural Programme

 Grantley College Pledge

**I pledge**

**By my word and deed to demonstrate kindness**

**To live each day honourably**

**To stay the race with grit and fortitude, and to**

**Always set an example of compassionate leadership**

**WE RISE.**

All students are expected to know and be able to recite the pledge by first assembly every year

Contacts

|  |  |  |
| --- | --- | --- |
| Reception Desk | Ms C Govender | Receptiondesk@grantleycollege.co.za |
| Communication and Admissions | MS J Alexander | jalexander@grantleycollege.co.za |
| HOD LSU | Mrs T Ehrlich | Tehrlich@grantleycollege.co.a |
| HOD College of Hospitality | Mrs Y Koseelan | Ykoseelan@grantleycollege.co.za |
| Principal | Mrs L Visser | Lesleyv@grantleycollege.co.za |

GRANTLEY COLLEGE LEADERSHIP

Grantley College Board

Mr S Liasides – Director Chairman

Mr D Trumpelman – Director Chairman

Mr R Angus – Director Financial

Mrs L v Coller – Director Bursar

Mrs L Visser – Director Principal

Mr S Sim - Member

Mr T Malinga - Member

Grantley College Lead Team

Mrs L Visser – Principal

Mr R Thomas – HOD Gr 8 and 9

Mr M Moyo – HOD Gr 10 and 11

Ms A Khan – HOD Gr 12

Mrs Y Koseelan – HOD College of Hospitality

Mrs T Ehrlich – Learning Support

Student Leadership Team

Prefects

Johannesburg Junior Council Members

Student Representative Council

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 GRANTLEY COLLEGE

 2024 school and college calendar

**FINAL TERM 2024 CALENDAR**

|  |
| --- |
| TERM 1 |
| 8/1 | Administration opens |  |
| 10/1 | New Student in school orientation | 9.00 am |
| 11/1 | Staff meeting | 9:00 am |
| 12/1 | Orientation at the ZooGrade 8 and new students | 9:00 am – 1 :00 pm |
| 15/1 | Classes Begin |  |
| 26/2 | Midterm School Holiday |  |
| **20/3** | **School Closes** |  |
| TERM 2 |
| **8/4** | **School Opens** |  |
| 1/5 | Public Holiday |  |
| 2/5 | School Holiday |  |
| 3/5 | School Holiday |  |
| **14/6** | **School Closes** |  |
| TERM 3 |
| **8/7** | **School Opens** |  |
| 9/8 | Public Holiday |  |
| **20/9** | **School Closes** |  |
| TERM 4 |
| **7/10** | **School Opens** |  |
| **5/12** | **School closes** |  |
|  |  |  |

A – Z of Grantley College

College of Hospitality

PROCEDURES, RULES and REGULATIONS

As with any organisation, it is necessary to have a set of procedures, rules and regulations in order that all are able to co-operate and interact beneficially. School rules are intended to establish a disciplined, purposeful and safe environment to facilitate effective teaching and learning at Grantley College.

A formal set of rules and regulations is usually unnecessary for the majority of our students who conduct themselves sensibly and in a manner that is mutually advantageous.

A number of unwritten procedures apply from time to time.  These are always announced and explained at the School and form part hereof.  All rules are subject to annual revision.

We are satisfied that all our rules, regulations and instructions are educationally based and as such we expect all students to co-operate with ALL of them. Nothing shall exempt a student from complying with the school procedures, rules and regulations.

**ACADEMIC SCHOOL DAY**

* Monday to Thursday from 7:30 am to 2:45 pm
* Fridays from 7:30 am to 1:30 pm
* The day has 6 academic periods
* Period 7 may be utilised for extra lessons and extra curricula activities.
* Parents will be informed regarding the 7th period timetable.
* Whilst students who stay at school after 3:30 pm will be safe within the premises of the school NO supervision is available. It is advisable that students leave the school property by 4:00pm.

**ANNUAL SCHOOL CALENDAR**

The Annual School Calendar is published on the D6 Communicator. Changes and additions will be communicated to parents in good time.

**ACCIDENTS AND EMERGENCIES**

* Grantley College follows a strict OHS programme and have qualified First Aid Staff members on duty at all times.
* Parent(s)/Guardian(s) are contacted immediately.  Should a doctor or hospital be required and the parent not be available, the school will take the student to Netcare Milpark Hospital, for stabilization, whilst awaiting contact with the parents.
* Please ensure that the secretary is informed of changes of address and telephone numbers.

**ABSENCE**

* **Please send an email to** **Receptiondesk@grantleycollege.co.za****, to inform the school of your child’s absence. Please do NOT phone the receptionist or communications office.**
* Absence can only be condoned for medical reasons or urgent private affairs.
* Should a student be absent more than 2 consecutive days or on a Monday or Friday , a Medical Certificate, Clinic Certificate or letter from a pharmacist on an official letterhead is required and exact dates must be provided.
* **20 days absent from school without a valid reason or medical certificate may result in deregistration**.
* Absence from school for study purposes prior to or during tests and/or examinations is NOT allowed.
* Absences during exams and tests may result in parents carrying the cost of concession support should they not inform the school before 6:30 am the morning of the exam or test.
* Absences during examinations and tests without a doctor’s certificate will result no mark being awarded.
* **Students are urged NOT to miss external examinations as they cannot be made up and the student receives no mark.**

**CELL PHONES**

* Please read the cell phone policy.

**Classrooms**

* Students may not remain in classrooms , kitchens or restaurant before or after school or during breaks without a teacher/prefect being present. Students who are found writing on or scratching on doors, tables or chairs will be punished. All apparatus and furniture must be treated with respect.

**COMMUNICATION AND CORRESPONDENCE**

* All communication with the School, except in cases of an emergency, should be during school hours.  Members of staff may be interviewed only by appointment
* All written communication with the School should have the parent(s)/guardian(s) name and contact telephone numbers printed below the signature.  Emails are considered written communication. Please note that all communication must be directed to the relevant person as listed below, who will deal with the matter as quickly as possible and revert to the sender promptly.

Please direct all academic communication for

Mrs Y Koseelan – ykoseelan@grantleycollege.co.za

Please direct all Learning Support / Psychological Support communication to

Mrs T Ehrlich - terhlich@grantleycollege.co.za.

The Principal is available on

Mrs L Visser - lesleyv@grantleycollege.co.za / principal@grantleycollege.co.za

The Grantley College communicates officially via means of the

* Official school website,
* Official Facebook page,
* Grade WhatsApp groups
* D6 communicator,
* Termly memos

**D6 COMMUNICATOR APP**

* Grantley College subscribes to the D6 communicator as it’s means of communicating news, information, calendar events and resources with the parent body.

Please contact the reception, for information as how to download this app.

**DISCIPLINE AND DETENTION**

Discipline at Grantley College is a natural outcome of poor choices. Discipline should be constructive, should involve a meaningful conversation with the student and always offer the opportunity to lead the student to better self-control. Students are encouraged to behave honourably and are rewarded for that behaviour.

* Grantley College uses the liveschoolapp as the tool for communication regarding discipline with parents. Parents are issued a personal code annually and are able to view their child’s merits and demerits weekly.
* Detention will take the form of community work – collecting litter, cleaning classrooms, washing walls, sorting storage rooms. No child will be required to do academic work during detention time.
* Parents are expected to support the school in assisting our pupils to take responsibility for their actions. Please make sure you do not arrive early and request that your child leave. We cannot be flexible on detention. This is an opportunity to build character for the future.
* Detention takes place on Friday from 1:30 pm – 3:00 pm.

**DISPLAYS OF AFFECTION**

* Public display of behaviour such as kissing, embracing, holding hands or other indiscrete behaviour violates the norms of good taste and, as such, is unacceptable.  Consequences will follow for such inappropriate public displays.

 **EXTRA- CURRICULAR ACTIVITY**

* When a student has joined a co-curricular school activity, he/she shall fulfil his/her obligations and carry out his responsibilities in that connection, unless he/she is granted exemption by the principal/teacher for the duration of the season.  As a Grantley College student participating in a sport offered by Grantley College, your first loyalty is towards your school.
* Students may not enter school premises before or after school hours, or use any of the School’s facilities and equipment, including those for sport, before or after school hours without permission.

**HEALTH AND SAFETY: GENERAL DUTIES OF STUDENTS**

Every pupil shall:

* Take reasonable care for the health and safety of her/himself and of other persons who may be affected by his acts or omissions;
* Not obstruct any staff member in the carrying out of their duties;
* Carry out any lawful order given to her/him, and obey the health and safety rules and procedures laid down by the Principal or by anyone authorized thereto by the Principal, in the interest of health or safety;
* If any situation which is unsafe or unhealthy comes to her/his attention, as soon as possible report such situation to the Principal or to a member of staff, as the case may be, who shall report it within twenty-four hours;
* If she/he is involved in any incident which may affect her/his health or which has caused an injury to her/himself, report such incident to the Principal or to a member of staff as soon as possible, but not later than the end of the particular school day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case she/he shall report the incident within twenty-four hours;
* Not intentionally or recklessly interfere with or misuse anything that is provided in the interest of health or safety e.g. fire extinguishers
* All students need to be aware of all uneven surfaces, drain coverings and wet floors;

**INITIATION**

* No form of initiation is allowed.

**ILLNESS**

* A register is kept by Secretary.
* Students will not normally be allowed to remain in the sickbay during school hours for more than 20 minutes.  If the condition is serious, the HOD will sign a dismissal and the student’s parents will be contacted.
* Students who are ill in the morning before school should not be sent to school.
* A medical certificate must be provided if a pupil misses a cycle test or an examination or a task contributing to the year mark. Actual dates must be specified.

**LOCKERS**

* Lockers are available for each student as a rental of R200-00 per year. Students will provide their own locks; a spare key will be held in safekeeping by the Admin Office.

**LATECOMERS**

* Pupils who arrive late must report to the Reception Office. Parent(s)/guardian(s) of pupils who are late will be notified by email and three consecutive late arrivals will result in a detention. It is clearly understood, that there are times when late arrival is beyond the control of the child or parent, but this should be the exception rather than the rule.
* **Late coming is disruptive not only to the student arriving late for the class, but for the members of the class who are already focussing on content offered.**

**MY SCHOOL CARD**

* My school card is one of South Africa’s leading community based fundraising programmes, raising over R5 million a month for schools, charities and animal welfare.
* Each time you shop at participating outlets, like Woolworths, Engen, Waltons, as well as a range of local participating shops, all you have to do is swipe your My School Card and you will be supporting Grantley College. The best thing about a My School Card, is that it costs you ABSOLUTELY NOTHING.
* Enclosed is a brochure, please contact Jami or Christine, to activate your card, and start swiping. A list of participating outlets is enclosed.

**MORNING LINE UP**

* Each morning school begins with a morning message at 7:50 am. Announcements will be made and the register taken.

**OFF-CAMPUS BEHAVIOUR**

* No student shall in any manner bring the name of the School into disrepute.
* Behaviour on buses and in public places must be such that no inconvenience is caused to others.  The School has the right to take action whenever a student is wearing the School uniform or part of it and his/her behaviour is such that it will bring the School’s name into disrepute.
* This will also apply when students are not in uniform but are in school parties or groups where they may be readily identified as pupils of the School.
* The School reserves the right to take action against students who attend private parties or gatherings and by their behaviour bring the School’s name into disrepute. Appropriate action will be taken in the case of conduct that discredits the School in the eyes of the school community and greater community.

**OUT OF BOUNDS AREAS**

* The reception foyer is out of bounds during school hours, before school and at break times. No socializing will be allowed in the foyer.
* The Hall is out of bounds, unless the pupil(s) is/are accompanied by a teacher.
* No students may come to the staffroom during break. Please find the teacher on duty should you need assistance.
* The stage is out of bounds, unless a teacher instructs the student to go onto it and is present him/herself.
* The Sound and Lighting Room are out of bounds.
* Curtains and the projection screen are not to be touched or adjusted by students, unless authorized to do so by the teacher in charge.
* The Reading Hub is out of bounds, unless the student(s) is/are supervised by a teacher.
* The parking area is strictly out of bounds at all times. All students must enter through the pedestrian gates.
* No student may be found around the electricity installation.

**SCHOOL ENVIRONMENT**

* Students are encouraged to keep the buildings and grounds free from litter.  Litter must be placed in the bins provided.
* Where recycling receptacles are provided, students are expected to use these facilities.
* Courtyards, passages, verandas and fields must be free of litter at all times.

**SPORT**

* All students must participate in Life Skills Activities

**SCHOOL-SPONSORED ACTIVITIES**

* The School Rules apply to all school-sponsored activities such as school bus transportation, tours, trips, dances, meetings etc.

**PHYSICAL EDUCATION (LOA)**

* Student wear their sports shirts, along with their sports shorts / school tracksuit pants to school on a the day they have LOA. Functional takkies are to be worn. School tracksuit jackets may be worn.

**TEXTBOOKS AND STATIONERY**

* All COH textbooks will be purchased on behalf of the student by the College.
* COH students will be billed for books.

 Stationary lists will be posted on the D6.

**TUCKSHOP**

* The tuckshop offers a variety of snacks and healthy meals. The tuckshop is open from 7 am each morning, for breakfast, as well as to place orders for lunch meals.
* No student may go to the tuckshop during or between lessons.

**TELEPHONES**

* No private telephone messages will be taken for pupils by Grantley College Reception.
* A telephone is available for student use in Reception.

 **UNIFORM**

* Please refer to the Uniform and Appearance Policy.
* No COH student may enter the Kitchen for practical, preparation or exam purposes with our FULL chefs uniform. All students must wear a hair net and present with clean trimmed nails. No facial hair is allowed for COH students.

**VISITORS TO THE SCHOOL**

* Pupils may not see visitors (e.g. boyfriends/girlfriends) during school hours.
* Parent(s)/Guardian(s) who wish to consult with teachers must do so either at one of the parent(s)/guardian(s)/Teacher Meetings, or may make an appointment through the Admin office to meet the teacher.
* Parents may not consult teacher regarding their children after hours, outside the school.
* Anyone visiting the School must report at the reception office immediately upon entering the building.

**VALUABLES**

* The School cannot be held responsible for the loss of valuables/money/cell phones brought onto the school premises.
* Cash payments are discouraged. Payment via EFT, direct deposit or other means is encouraged.

**VEHICLES PARKING**

* There is no on campus parking provided for learners driving to school.
* Learners must park directly outside the school.
* Whilst the school is protected by security guards and surveillance cameras, students park outside the school at their own risk.

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GRANTLEY COLLEGE

2 Blackwood Av, Parktown, 2193

P.O. Box 87278, Houghton, 2041

Tel: 011 643 8321/8/9

info@grantleycollege.co.za

www.grantleycollege.co.za

**GRANTLEY COLLEGE**

**Prohibited substances policy**

|  |  |
| --- | --- |
| **1.** | **Purpose** |
| 1.1 | To define the substances prohibited on the Grantley College campus. |
| 1.2 | To define the process of consequential and restorative justice that is applicable to the contravention of this policy. |
| 1.3 | To explain need for a policy such as this within the context of Grantley College |
| **2.** | Commencement of Policy |
| 2.1 | Reviewed and signed 2023.  |
| **3.** | Application of the Policy |
| 3.1 | This policy is applicable to all students at Grantley College. |
| **4.** | **Definitions** |
| 4.1 | Prohibited substances are defined as: any unlawful, intoxicating, habit forming substances including tobacco in all it’s forms, vapes, alcohol, unprescribed used of prescribed medication, medication not prescribed to an individual, marijuana and other known or unknown narcotics. |
| **5.** | **Rationale** |
| 5.1 | The government Notice No 1040 and the South African Schools Act (84/1996) declare all schools drug free zones |
| 5.2 | In context of the daily medication many of our students must take, any ingestion of prohibited substances, may have a negative, life threatening effects on the student. |
| 5.3 | Grantley College strives to be a safe place for all students to study and grow unhindered by illegal and prohibited practices, as per the South African Schools Act Section 8A(2) of 1996. |
| **6.** | **Pastoral and Psychological Support programme** |
| 6.1 | Grantley college understands that addiction is a medical problem and any student who asks for or is identified as needing assistance in coping with prohibited substance abuse, will be supported in obtaining all possible counselling and support. |
| 6.2 | Students who experience challenges with abuse of prohibited substances or related matters, and ask for help prior to being discovered, will be treated in confidence and will not be discriminated against. They will however be held accountable for their actions. |
| **7.** | **Search and Prevention programme** |
| 7.1 | Grantley College may at random times, or if substance abuse is suspected, conduct student searches, which may include bags and personal belongings. |
| 7.2 | Grantley College may use trained narcotic and vape canines to search students and personal possessions. |
| 7.3 | Grantley College may at random times, or if substance abuse is suspected, conduct urine tests. These tests are conducted by a staff member of the same gender, who will at all times respect the privacy of the student. No student under the age of 12 may be tested. |
| **8.** | **Offenders and Consequences** |
| 8.1 | First time OffenderPositive drug test, found in possession of a vape / tobacco or other prohibited substances, or having used any of the above on the campus.Parents will be informed within 1 working day.Student will be interviewed by a member of the Lead Team to determine the nature and extent of the student’s involvement with prohibited substances.Student will be counselled by a member of the Lead Team, in the presence of a member of the Learning Support Unit.Suspension minimum 5 daysReferred for outpatients therapy5 hours of community serviceWeekly drug testing for 4 weeks – parents will be billed for the cost of the test.Formal letter of warning |
| 8.2 | Second Time OffenderPositive drug test, found in possession of a vape / tobacco or other prohibited substances, or having used any of the above on the campus.Parents will be informed within 1 working day.Student will be interviewed by a member of the Lead Team to determine the nature and extent of the student’s involvement with prohibited substances.Student will be counselled by a member of the Lead Team, in the presence of a member of the Learning Support Unit.Suspension minimum 5 days while awaiting formal Disciplinary hearing which could result in suspension, Admission to a rehabilitation facility, weekly drug tests, 10 hours of community service, cancellation of the registration of the student at Grantley College.  |
| 8.3 | Dealing in Prohibited substances / Bringing prohibited substances onto the campus for the consumption of fellow studentsDealing in prohibited substances or brining prohibited substances onto the campus for the consumption of fellow students will result in a disciplinary hearing and a recommendation for the cancellation of the registration of the student at Grantley College. |
| 8.4 | SAPS / Narcotics UnitIn the case of use or possession of prohibited substances, the matter may be reported to the South African Police Services, but in the case of a student selling/dealing/ inciting others to use of the prohibited substance, the matter will be reported to SAPS. |
| **9** | **Costs** |
| 9.1 | All costs of drug tests, counselling and admission to rehabilitation centres will be carried by the parent. |
| **10** | **Variations and Review** |
| 10.1 | Grantley College reserves the right to vary, replace or terminate this policy. |
| 10.2 | Grantley College will constantly review its values and responses in this regard. |

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**Attendance Policy**

|  |  |
| --- | --- |
| **1.** | **Purpose** |
| 1.1 | To define the expectations of attendance at school on a daily basis, as per requirements of the South African Schools Act. |
| **2.** | Commencement of Policy |
| 2.1 | Reviewed and signed 2023.  |
| **3.** | Application of the Policy |
| 3.1 | This policy is applicable to all students at Grantley College. |
| **4.** | **Definitions** |
| 4.1 | Attendance at school is defined by the presence of the student on campus, or on line between the times of 7:50 am and 2:45 pm daily |
| **5.** | **Rationale** |
| 5.1 | Regular school attendance is COMPULSORY for all students between the ages of 7 and 16, according to the South African Schools Act 84 of 1996, and parents who do not ensure that their children abide by this regulation are liable to a fine and / or imprisonment. |
| **6.** | **Absenteeism** |
| 6.1 | Absenteeism due to illness, urgent personal or family matters or mental health, must be accompanied by an email of explanation to receptiondesk@grantleycollege.co.za.  |
| 6.2 | After an extended absence of more than two days a medical certificate must be provided, to ratify the absence. |
| 6.3 | Should a student miss a cycle test, assessment, examination or test a medical certificate must be produced prior to an extended opportunity being offered. Extended opportunities cannot be offered for external examiantions. |
| 6.4 | In the case of an absence for an external / end year examination, a medical certificate must be produced within 24 hours, in order to apply for a supplementary examination. |
| **7.** | **Cancellation of registration at Grantley College due to excessive absenteeism** |
| 7.1 | Cancellation of registration is an administrative action not a disciplinary action. |
| 7.2 | As per Section 9 of the South African Schools Act a student may be deregistered for absences of more than 20 days in an academic year. |
| 7.3 | If a student is absent from school for more than 10 consecutive days, the principal must make reasonable attempts to ascertain the whereabouts of the student. If the Principal is unable to make contact with the parent, the student will be deregistered on the understanding of desertion. |
| 7.4 | ***Grantley College will actively enforce the 20 day rule but reserves the right to waiver enforcement if context and circumstance allows.*** |
| **8.** | **Valid reasons for Absences** |
| 8.1 | Physical or psychological illnessReligious or cultural observancesDeath of a family memberAppointment in a court of lawSuspension by the Grantley College BoardNatural disastersSpecialist medical appointment |
| **9.** | **School Refusal** |
| 9.1 | Whilst school refusal is noted as often being a symptom of anxiety, all absentee days that are not covered by a valid reason for absence will be counted toward the 20 day absentee limit. |
| **10.** | **Illnesses at School** |
| 10.1 | A student who is running a fever or displaying symptoms of illness prior to leaving home in the morning should not come to school. |
| 10.2 | The Principal or HOD will assess the severity of the illness and decided whether the student may go home or not. |
| 10.3 | A student who falls ill at school, will report to the reception where the illness will be recorded. They will complete a release form and then the parent will be contacted to collect the student. |
| 10.4 | A student leaving school before 11 am, or in the sick room for more than 1 hour will be deemed to be absent for the day. |
| **11** | **Variations and Review** |
| 11.1 | Grantley College reserves the right to vary, replace or terminate this policy. |
| 11.2 | Grantley College will constantly review its values and responses in this regard. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ We Rise \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**GRANTLEY COLLEGE**

**Uniform and appearance Policy**

|  |  |
| --- | --- |
| **1.** | **Purpose** |
| 1.1 | To define and clarify expectations surrounding uniform and appearance at Grantley College. |
| **2.** | Commencement of Policy |
| 2.1 | Reviewed and signed 2023.  |
| **3.** | Application of the Policy |
| 3.1 | This policy is applicable to all students at Grantley College. |
| **4.** | **Definitions** |
| 4.1 | Uniform is defined as the school’s chosen and official daily clothing for all students. |
| **5.** | **Rationale** |
| 5.1 | School uniforms keep students focused on their education, not their clothes. School uniforms create a level playing field among students, reducing peer pressure and bullying. Wearing uniforms enhances school pride, unity, and community spirit. School uniforms may improve attendance and discipline. |
| **6** | **Lost Property** |
| 6.1 | Please mark all clothing with the student’s name |
| 6.2 | Lost property is collected daily and placed in the lost property bins in the hall foyer. |
| 6.3 | On the last and first days of school all lost property is displayed for collection |
| 6.4 | Accumulated lost property is donated to charity |
| **7** | **Ladies Uniform and Presentation** |
| 7.1 | Full school uniform is to be worn every day, with the exception of the days on which sports uniform or chef’s attire is worn. No alternate clothing may be worn regardless of the colour |
| 7.3 | Skirts may be no shorter than 4 fingers above the knee, and of a modest length so as not to cause embarrassment to students or staff. |
| 7.4 | No skirt may be rolled up at the waist. |
| 7.5 | Girls may wear black stockings in place of their short white ankle socks or their grey full length socks. |
| 7.6 | Noticeable make up including mascara and eyeliner may not be used. |
| 7.7 | Girls may not wear coloured nail polish or nails that grow longer than their fingertips. |
| 7.8 | Only one set of plain gold or silver studs or sleepers may be worn. If a student has multiple ear piercings they will not be allowed to wear spacers. Please note that piercings should be done in the long holidays to allow for time for healing, not in term time, as no concession will be offered to the student. |
| 7.9 | No nose rings/studs, tongue bolts, eyebrow studs / rings, retainers or other visible piercings are allowed. |
| 7.10 | No visible tattoos are permitted. |
| 7.11 | Hair that is collar length or longer must be tied up and may not hang loose or down the sides of the face and head. |
| 7.12 | Hair accessories are limited to black or white. |
| 7.13 | Fashionable hairstyles or hairstyles that are likely to cause comment or distraction are unacceptable within the context of the school. |
| 7.14 | Natural singles/braids (with or without extensions) are allowed provided that they are the maximum of 10 mm in diameter, and the natural colour of the girls hair. Hair that is collar length or longer must be tied up and may not hang loose or down the sides of the face and head. |
| 7.15 | No colouring of hair that looks unnatural is allowed. |
| 7.16 | Grantley College is a secular school, and whilst we respect all cultures and religions, religions adornments may not be worn visibly, for example a cross on a chain around the neck. |
| **8** | **Ladies Uniform** |
| 8.1 | Grantley Skirt |
| 8.2 | Summer short sleeve shirt with badge embroidered |
| 8.3 | Winter long sleeve shirt with tie |
| 8.4 | Grey long pants may be worn throughout the year |
| 8.5 | Black school shoes |
| 8.6 | Grey socks |
| 8.7 | Black school jersey with embroidered badge |
| 8.8 | Black school blazer with embroidered badge |
| 8.9 | Sports shirt |
| 8.10 | Sports shorts – ***The skort will no longer be worn.*** |
| 8.11 | Grantley College track suit |
| 8.12 | Grantley Scarf and Beanie – Winter only |
| 8.13 | Winter Jacket |
| 8.14 | Full Chef’s uniform |
| **9** | **Gentlemen’s Uniform and Presentation**  |
| 9.1 | Full school uniform must be worn every day with the exception of days when sports uniform is required.  |
| 9.2 | Sports Uniform is worn:Monday Grade 8 and 9Friday Grade 8 – 12 |
| 9.3 | Shorts are not acceptable other than as sports wear. |
| 9.4 | Boys pants may not be altered by means of sewing, stapling or fitting of zips to allow for very skinny fitting pants. |
| 9.5 | Pants must be worn in the waist. |
| 9.6 | Boys hair may not be worn touching the collar. Hair from any part of the head may not touch the ears. Hair must be above the eyebrows wevne when combed forward. |
| 9.7 | Plaited corn rows may be worn |
| 9.8 | All young men must be clean shaven at all times, unless for religious reasons. |
| 9.9 | Sideburns may reach no longer than halfway down the ear. |
| 9.10 | Fashionable hairstyles or hairstyles that are likely to cause comment or distraction are unacceptable within the context of the school |
| 9.11 | No jewelry is allowed other than a watch |
| 9.12 | No earrings, nose rings/studs, tongue bolts, eyebrow studs/rings, retainers are allowed. |
| 9.13 | No visible tattoos are allowed |
| 9.14 | No colouring of hair that looks unnatural will be allowed. |
| 9.15 | Grantley College is a secular school, and whilst we respect all cultures and religions, religions adornments may not be worn visibly, for example a cross on a chain around the neck |
| 9.16 | Functional takkies may be worn on sports days. |
| **10** | **Gentlemen’s Uniform** |
| 10.1 | Grey trousers |
| 10.2 | Summer short sleeve shirt with badge embrodiered |
| 10.3 | Winter long sleeve shirt with tie |
| 10.4 | Black belt |
| 10.5 | Black school shoes |
| 10.6 | Grey socks |
| 10.7 | Black school jersey with embroidered badge |
| 10.8 | Black school blazer with embroidered badge |
| 10.9 | Sports shirt |
| 10.11 | Sports shorts |
| 10.12 | Grantley College track suit |
| 10.13 | Grantley Scarf and Beanie – Winter only (black) |
| 10.14 | Winter school jacket |
| 10.14 | Full chef’s uniform |
| **11** | **Shoes** |
| 11.1 | Alternates to standard school shoes may only be worn if the student is in possession of a medical certificate from a registered medical professional. This must be lodged at the office for reference annually. |
| **12** | **Available from** |
| **12.1** | Burgers Brothers159 Beyers Naude RdNorthcliff011 782 1055 |
| **13** | **Variations and Review** |
| 13.1 | Grantley College reserves the right to vary, replace or terminate this policy. |
| 13.2 | Grantley College will constantly review its values and responses in this regard. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ We Rise \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRANTLEY COLLEGE

2 Blackwood Av, Parktown, 2193

P.O. Box 87278, Houghton, 2041

Tel: 011 643 8321/8/9

info@grantleycollege.co.za

www.grantleycollege.co.za

**GRANTLEY COLLEGE**

**Harassment and Bullying Policy**

|  |  |
| --- | --- |
| **1.** | **Purpose** |
| 1.1 | To create a climate in which all types of bullying are regarded as unacceptable. |
| 1.2 | To discourage attitudes and practises that can contribute to bullying. |
| **2.** | Commencement of Policy |
| 2.1 | Reviewed and signed 2023.  |
| **3.** | Application of the Policy |
| 3.1 | This policy is applicable to all students at Grantley College. |
| **4.** | **Definitions** |
| 4.1 | Bullying is an aggressive behaviour arising from a **deliberate intent** to cause physical or psychological distress to others. |
| **5.** | **Grantley College’s stance on bullying** |
| 5.1 | Grantley College has a reputation for being a friendly spirited school, within this context it is accepted that there will be a certain amount of good natured teasing, joking and play, however all reasonable steps must be taken not to overstep the bounds of acceptability and degenerate into bullying. |
| 5.2 | Grantley College is committed to enforcing a zero policy towards bullying. |
| 5.3 | Grantley College is committed to taking all reasonable steps necessary to eradicate all forms of harassment. |
| 5.4 | Grantley College needs all members of the school community to work together to ensure that everyone feels safe and “at home” in the school. |
| 5.5 | Administration, teachers, prefects and senior students are expected to work actively at being good role models, encouraging a zero bullying environment. |
| 5.6 | The school regards bullying as a serious offence in terms of it’s Code of Conduct. |
| **6.** | **Forms of Bullying** |
| 6.1 | Hurtful and continued social banter |
| 6.2 | Hurtful and continued teasing |
| 6.3 | Directed aggressive body language |
| 6.4 | Malicious gossip and deliberate spreading of rumours |
| 6.5 | Racist comments in all forms |
| 6.6 | Gender exclusion or bullying |
| 6.7 | Religious exclusion or bullying |
| 6.8 | Body shaming |
| 6.9 | Exclusion |
| 6.10 | Extortion |
| 6.11 | Damage to the personal or allocated property of an individual (e.g. his/her school desk or locker) |
| 6.12 | Physical violence |
| 6.13 | Cyberbullying with includes the following:1. Harassment
	1. This involves frequently sending a cruel or threatening message to a person’s email account or cell phone.
2. Denigration
	1. This involves sending or posting malicious gossip or rumours about a person to damage his / her reputation or friendships. It also includes posting or sending digitally altered photographs of someone to others, particularly pictures that portray the victim in a sexualized or harmful way.
3. Impersonation or Identity theft
	1. This occurs when someone breaks into someone else’s email or social networking account and poses as the person sending messages or other information or pictures online in a bid to damage the victim’s reputation and friendships or to get the victim into trouble or place them in danger.
4. Outing
	1. This involves sharing someone’s secrets or embarrassing information or images online with people whom the information was never intended to be shared.
5. Cyberstalking
	1. This involves threats of harm or intimidation through repeated online harassment or threats
 |
| **7.** | **Three Strike Policy** |
| 7.1 | Strike 1The College has systems of pastoral care and reporting that will react immediately when bullying is reported. Not only will the school support victims of bullying, but will also provide education and remedial support for the perpetrator, in order to prevent recurrences of incidents of bullying. |
| 7.2 | Strike 2Should the perpetrator, having been through a counselling process, continue to bully and harass any student or staff member of Grantley College, will submit to the following disciplinary actions:1. A parent meeting
2. A single written warning
3. Detention
4. In school suspension
 |
| 7.3 | Strike 3The continued behaviour of the perpetrator will result in a Disciplinary hearing that may result in the student being excluded permanently from Grantley College. |
| **8.** | **Variations and Review** |
| 8.1 | Grantley College reserves the right to vary, replace or terminate this policy. |
| 8.2 | Grantley College will constantly review its values and responses in this regard. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ We Rise \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**GRANTLEY COLLEGE**

**Electronic device and social media policy**

**To be read in conjunction with the bullying policy.**

**As per accepted policy at Grantley College, all cell phones, iPhones, tablets, smart watches and other devices must be handed in to the Admin, for safekeeping, before 7:50 am each morning, unless authorised directly by an educator.**

**The devices will be released to students at the close of day.**

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| **1.** | **Purpose** |
| 1.1 | To define and clarify expectations surrounding use of electronic devices on the Grantley College campus |
| 1.2 | To define and clarify expectations surrounding the use of social media on the Grantley College campus. |
| 1.3 | To define and clarify expectations regarding the manner in which social media is used with reference to the reputation of the school as well as cyberbullying. |
| **2.** | Commencement of Policy |
| 2.1 | Reviewed and signed 2023.  |
| **3.** | Application of the Policy |
| 3.1 | This policy is applicable to all students at Grantley College. |
| **4** | **Rationale** |
| 4.1 | Grantley College High School acknowledges the crucial role that electronic communication plays in the lives of young people. It strives to guide, support and nurture all on campus in the responsible use of electronic devices . |
| **5** | **Legal basis** |
| 5.1 | Given the need for school safety and the protection and well being of individual students, the authority of the school to conduct searches is held to pre-empt an individual’s right to privacy. Consequently, school officials are empowered to conduct searches of a pupil’s property when there is a reasonable suspicion that she/he may be in violation of a school rule, a policy or the law. |
| 5.2 | All property brought onto the Grantley College campus is subject to search at any time. This includes, but is not limited to computers, laptops, cellphones and related or similar devices. Items used during or in the support of education related programmes or activities and in respect of this policy is deemed to include also privately owned devices brought onto the school property. |
| **6** | **Cell Phone and electronic device policy** |
| 6.1 | The use of cellphones and electronic devices at school is a privilege which may be forfeited by any pupil not abiding by the school’s Code of Conduct or the stipulations of this policy. |
| 6.2 | Students are personally and solely responsible for the security of their cellphones and electronic devices. Not the school, the staff nor the education department will assume any responsibility for theft, loss, or damage of a cellphone or electronic device, or any unauthorised use thereof, if the device is not handed in as per the policy |
| 6.3 | There will be no use of a cellphone or electronic device in any manner whatsoever during class time or in classrooms, except where such usage is specifically authorized by teachers for legitimate educational purposes as part of the lesson plan and / or academic programme. Such usage is at the sole discretion of the supervising teacher who is responsible for monitoring, controlling and overseeing such usage. |
| 6.4 | The use of a cellphone or electronic device to capture, store or transmit unauthorized pictures or undesirable, illegal or pornographic material is strictly prohibited on the school premises, during school-sponsored or educational activities or outings, or while travelling to and from school or school sponsored outing or activities. |
| 6.5 | Use of cell phones or electronic devices before the beginning of the school day, or after its conclusion, will not be controlled by the school with the proviso that no provisions of the school’s Codes of Conduct are broken, and no actions referred to in point 4 (sub-points 4.1 to 4.12 inclusive), nor 5.3, nor any other inappropriate actions are undertaken consequent on the use or possession of a cellphone or similar device |
| **7** | **Unacceptable use of a cellphone or electronic device includes**  |
| 7.1 | Unacceptable use of a cellphone or electronic device may include, but is not limited to |
| 7.1.1 | Using electronic devices to send hoax bomb or other threats so as to avoid or condense class time or disrupt tests or exams. The theft, borrowing, using, breaking, damaging, defacing, hiding, removing or going into the memory or storage capacity of a cellphone or electronic device belonging to someone else.The use of cellphones to gain an advantage or break, or circumvent exam rules or procedures.The use of a cellphone in the selling or distribution or procurement of drugs or other banned or illegal substances, the dissemination of threats, cyberbullying or harassment, unwanted text messaging, or the arrangement or coordination of anti-social activities.The taking, viewing or distribution of inappropriate photos, making video clips of fighting, capturing inappropriate sexual behaviour of students, or downloading inappropriate images from the internet, whether or not the behaviour occurs on school property or not.The provoking of a teacher, and then capturing and circulating the resultant response.Publishing, posting, distributing or disseminating material or information that Grantley College High School determines is threatening, harassing, illegal, obscene, defamatory, slanderous, unlawful or hostile towards any individual or entity. This includes the spreading of rumours and misinformation.Publishing, posting, distributing or disseminating material or comments that infringes on the rights and privacy of Grantley College High School or any individual or entity. This includes personal attacks or comments disparaging an individual or group.Students who choose to submit content onto websites or other forms of online media must ensure that their submission does not reflect poorly upon the school and bring the name of the school into disrepute. |
| **8** | **Ownership and Privacy** |
| 8.1 | Access to the worldwide web, e-mail services, the internet and school servers at this school are filtered and managed in-house. Communication via e-mail on the school system cannot therefore be regarded as private, and the same conditions apply to messages, data or images on any cellphone or similar device brought to, found at or used on or in close proximity to the school premises, at / or during school or at a school or school sponsored function or activity. |
| 8.2 | It is a condition of the use of the permission granted in terms of this policy that the school has the right to investigate the e-mail or account and equipment, including cellphones and similar devices, and also social networking domains such as Facebook and Twitter (X) of any user who, in the opinion of the Principal or his / her delegate, which opinion shall be based on reasonable suspicion and/or first-hand eye-witness reports, might be transgressing the rules or the spirit of this policy. |
| **9** | **Consequences and Sanctions**  |
| 9.1 | In the event of any part of this policy being transgressed by a pupil or other person using the equipment brought to school or a school or school sponsored activity, or belonging to or in the possession of a pupil at school or a school or school-sponsored or school-approved activity, the following sanctions may be applied |
| 9.1.1 | Any staff member who sees a student using a cellphone in contradiction of the specifications of this code, shall confiscate the device and hand it in to Reception for safe-keeping. Date, time, name of student, name of teacher who confiscated the device, name of the owner of the cellphone and reason for the confiscation must be handed to the front office for recording. Details of evidence of inappropriate content must be reported to the HOD / Principal. |
| 9.1.2 | If it is suspected, based on reasonable grounds, first-hand, eyewitness reports or clear evidence that anyone is using a cellphone in contradiction of any of sections 4.3 to 4.12, and 5.3 of this code, those authorised to do so by the HOD / Principal will be expected to intervene and inspect the contents of the device to determine whether it has been or is being used for a purpose which is contrary to school policy. |
| 9.1.3 | Should such evidence be found, it must be reported to the Principal / HOD, who may take the matter further either through an internal disciplinary process or by reporting it to other authorities, including the School Governing Body, the school counsellor, a social worker, the education department, or the police. |
| 9.2 | When any electronic device is confiscated from a student the following sanctions will be put in place: |
| 9.2.1 | 1st Offence: The device will be confiscated, for a week |
| 9.2.2 | 2nd Offence: The device will be confiscated for a month, parent(s) / guardian(s) will be contacted and will be required to retrieve the device from the school.  |
| 9.2.3 | 3rd Offence: The device will be confiscated for a term, parent(s) / guardian(s) will be contacted and will be required to retrieve the device from the school |
| 9.3 | Failure to abide by this Policy, as with other policies at Grantley College High School, may result in disciplinary action as described in the school’s Code of Conduct and School Rules. |
| **10** | **Variations and Review** |
| 10.1 | Grantley College reserves the right to vary, replace or terminate this policy. |
| 10.2 | Grantley College will constantly review its values and responses in this regard. |



**GRANTLEY COLLEGE**

 **AUTHORISATION AND RELEASE FORM**

**PHOTOGRAPHS AND MEDIA**

**I HEREBY GIVE MY CONSENT TO LET MY CHILD/CHILDREN BE PHOTOGRAPHED OR VIDEOTAPED BY** **GRANTLEY COLLEGE.**

I understand that by signing this Release and Authorization I grant authority to Grantley College for the creation and use of any video tapes, photographs, or similar items in which my child/children might appear, or statements made by them, in the production, display, or sale of public service announcement for the purpose of publicity or advertisement in newspapers or other media.

Whilst every effort will be made to protect the child and only materials of an appropriate nature will be used publically, I also hereby release Grantley College from any claims that may be made by me based upon the schools use of this material.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant permission as requested above

Do not grant permission as requested above

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent Date

**SIGN AND RETURN THIS PAGE TO THE SCHOOL.**



GRANTLEY COLLEGE

POLICIES AND PERMISSIONS

|  |  |  |
| --- | --- | --- |
| POLICY | PARENTS INITIAL | STUDENT INITIAL |
| School code of conduct |  |  |
| School Procedures, Rules and Regulations |  |  |
| Substance Abuse Policy |  |  |
| Uniform policy |  |  |
| Media and photography permission |  |  |
| Bullying and Harassment Policy |  |  |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

declare that I have read the following policies, as found on the Grantley College website and give the necessary permissions as required by each policy. I have initialled next to each policy indicating the above. I also declare that I have discussed the contents of the policies with my child and impressed upon him / her the seriousness of the adherence thereto, for his/her successful academic career at Grantley College. I understand that these policies and permissions remain in effect until my child matriculates and/ or is withdrawn from Grantley College.

Parent / Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student)

Declare that I have read / discussed / had the abovementioned policies explained to me and that I will at all times, strive to uphold the values of the school and follow the policies as set out herein.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGN AND RETURN THIS PAGE TO THE SCHOOL.**