



www.duendeacademy.co.za
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5 Voortrekker Road, Mindalore, Roodepoort, 1734
P.O. Box 2145, Noordheuwel, Krugersdorp, 1751
Reg No.: 2015/210130/07

ACADEMY RULES

Appearance

GR R - 3

Summer wear

All GR R – 3 learners must wear the Duendé Academy prescribed navy golf t-shirt and a denim. The learners can also wear a black/navy/Chino short with the golf t-shirt. If it is cold, learners may wear the fleece top, scout jacket or long sleeve shirt (also available at the centre). Any shoes are allowed or bare feet.

Winter wear

All GR R – 3 learners must wear the Duendé Academy prescribed navy golf t-shirt, long sleeve shirt, fleece top, scout jacket, beanie or scarf with a denim, black, navy or Chino pants. Any shoes are allowed.

GR 4-12

Summer wear

All learners must wear the Duendé Academy prescribed navy golf t-shirt and a denim, black, navy or Chino pants (long, $\frac{3}{4}$ or short – not shorter than four fingers above the knee). If it is cold, learners may wear the fleece top or long sleeve shirt. Any shoes are allowed.

Winter wear

Learners must wear the Duendé Academy prescribed navy golf t-shirt, long sleeve shirt, fleece top, scout jacket, 3-in-1 privilege jacket (GR 7-12), navy beanie or scarf with a denim, black, navy or Chino pants. Any shoes are allowed.

*** All other clothing that is not prescribed academy uniform will be removed immediately.**



Passion and Inspiration

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General rules

Girls	Boys
<p><u>Hair:</u> *A neat hairstyle, with the hair out of the face. *Hair must always be clean. *Girls may not colour their hair. *No make-up is allowed.</p> <p><u>Jewellery:</u> Only the following jewellery is acceptable: *Watches *One gold/silver signature ring *One pair of earrings (Standard-size) *1 x JESUS-bracelet</p>	<p><u>Hair :</u> *A neat haircut is allowed, with the hair out of the face. *Hair must always be clean. *No strange experimental hairstyles. *Boys may not colour their hair.</p> <p><u>Jewellery:</u> Only the following jewellery is acceptable: *Watches *1 x JESUS-bracelet *No rings, earrings or any other jewellery are allowed</p>

The use of cell phones

- Cell phones must be kept at home, but in cases where a learner must bring a cell phone, it must be switched off at all times and handed in at the office.
- **The school takes no responsibility if a cell phone is stolen or broken.**
- No cell phone may be used without the permission of a teacher.
- Parents are not allowed to phone their children during school hours. Parents can phone the office, and the message will be given to the learner.
- Cell phone technology can lead to the following:
 1. Dishonesty in exams or tests.
 2. Unwanted photos and videos.
 3. The spread of pornography.
 4. Criminals that target learners.
- If learners use their phones without permission, the phone will be taken and parents can sign it out at the office and a fine will be payable.

Violations – Corrective measures

We make use of the “Merit and Demerit program”. This is a system to keep record of all the merits and demerits that the learner may receive. Parents will receive the merit or demerit list via the Communication Book. Record will be kept of it at the back of the Communication Book. Parents must please sign it.

The route of corrective measures will be as follow

1. Reprimand of the learner.
2. A letter will be given to the parents and will have to sign it after it is recorded on our system.
3. Submission of the letter.
4. Discussion of learners that need help and support.
5. In the case of serious violations, parents will be phoned. Parents will then have a meeting with the school management.



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6. School management discussion and recommendation.
7. Disciplinary hearing: Serious violations can lead to temporary / permanent suspension.
8. A Disciplinary committee that exists of three parents from the school will manage the disciplinary hearing. This includes the written notice of the hearing, as well as the punishment decided.

The learner must be accompanied with his/her parents. Should a learner not attend the hearing, it will continue in his/her absence. The committee then accepts that the learner is guilty.

Classroom rules

1. At Duendé Academy we **respect** one another. Everyone is equal and treated with respect.
2. Learners will raise their hands when they want to speak.
3. Homework and class work must always be completed in time.
4. Any assessment tasks that must be handed in and on time, so that the work can be marked.
5. Parents must sign class tests, assessment tasks and exam papers, so that they can be up to date with the learner's performance.
6. Learners must be proud of their classroom and work.
7. No hate language or racism is allowed.
8. No eating or drinking in the classroom. Learners will have enough time during break to eat and have something to drink.
9. Learners may not damage the school property. If they do, they will be held responsible to replace it.

Serious violations

1. Learners may not, under any circumstances smoke at the school. If a learner is caught smoking, the necessary steps will be taken and punishment will be given.
2. If a learner uses alcohol or drugs, or if a teacher suspects that a learner is using drugs, the school has the right (according to the law) to do a **Multi-Drug, Multi-Line Integrated Cup 5 Drug test**. Parents will be notified immediately and the documents will be sent to the parents to sign.
3. Theft is an enormous problem in schools, and will not be allowed in Duendé Academy. If a learner is caught stealing, the necessary steps will be taken against him/her.