



# ***MEL International School***

## **CONSTITUTION OF MEL INTERNATIONAL SCHOOL**

### **1. Name**

**MEL International School**

### **2. Aims and Objectives**

1. To further the interest, well- being and education of the learner enrolled.
2. To foster co-operation and sound relationships among parents.
3. The education centre, started out of necessity and a desire to provide children with the best care and input to assist them in reaching their potential.
4. We believe strongly that our children are the future of this country. They need all the support and encouragement available, to enable them to be successful now and in the future. MEL International School was founded with this envisaged.
5. All children have the right to become the best that they can be. We will constantly strive to make this a reality, by creating an environment for children to discover themselves. A child with a sense of purpose and self-worth is precious and in today's society a rarity.
6. We are focused on rendering an excellent service in the community at a very high standard. The school focuses on reaching families who would normally not be able to have their children part of such a centre.

### **3. Code of Conduct**

The learner's Code of Conduct at MEL International School informs learners of the way in which they should conduct themselves at school and in preparation for their conduct when they leave school and enter our society. Our discipline measures are therefore based on the expectations that the Code of Conduct sets for each learner.

In order for them to achieve these objectives we acknowledge that the following is important:

- It is the basic right of a learner to learn
- It is the right of educators to teach.
- We cannot control other people's behaviour, we can only control our own (self-discipline)
- Corporal punishment is illegal and will not be tolerated.

### **4. School Rules**

The following basic school rules can be used as a guideline for what is expected and what is not tolerated.

Disciplinary measures depend on the severity of a transgression.

## **a. General Conduct: Honesty and Integrity**

As children we have a duty to be honest, truthful and respectable.

- Learners are expected to be honest in their behaviour all the time.
- Learners are expected to act as ambassadors for the school and promote it in a positive way. Showing the school or member of the school in a bad-light in behaviour, speech, writing or via social media will not be tolerated.
- When a learner observes an offence taking place, he/she is expected to report it to a teacher or principal. Hiding another's offence only makes the situation worse as the transgressor will continue his/her bad behaviour which may lead to more serious consequences.
- Stealing is considered a very serious offence. It is wrong for a learner to take someone else's property without consent.
- Cheating with homework, tests, exams and assessments is an act of dishonesty and will not be tolerated.
- Learners are expected to behave during classes and at all times show respect to their peers and educators.
- Learners must follow all necessary instructions given to them by teachers.
- No tantrums, retaliations or other disrespectful behaviour will be tolerated.
- When encountering any teacher, staff member, parent or visitor to the school, learners must greet them in a good manner and show respect at all times.
- Learners must greet teachers when entering or exiting a classroom.
- Learners must stand up when another teacher visits their classroom, except during assessments.
- Profanity, blasphemy, crude language, rude hand gestures, indecent jokes or discussions, explicit paraphernalia and all other behaviour will not be tolerated.

## **b. Appearance**

Learners must at all times take pride in their appearance. Neatness and cleanliness instils a sense of self-respect and pride in learners. We expect parents to support us in this matter. Summer uniform should be worn from 01 January until 01 May and then again from 01 September onwards. Winter uniform should be worn from 01 May until 31 August.

- Uniforms must always be neat and clean. No torn clothes allowed.
- Boys hair: no fancy hairstyles allowed, e.g. mowhawks, mullet, etc.
- Boys hair must not touch the collar of the school shirt at the back.  
Ears must be open and hair must not hang over the top of the ear.  
Hair must not be longer than 3 cm at the top.
- Girls' skirts may not be higher than four finger width above the knee and no lower than the knee.
- Girls' hair must be tied up neatly as soon as it reaches the bottom of the school shirt's collar.  
Only hairbands, elastic and clips may be worn. No colourful bows, glitter, flowers or any other trimmings are allowed.

If a girl has a fringe, it must be no lower than the eyebrow. No bangs or loose bits are allowed in the face. All loose hair must pinned away from the face.  
Hair must be clean and neat.  
No, highlights, dyed hair or peroxide allowed. No extreme hairstyles.

- Nails: no nail polish may be worn to school.  
The length of the nails must not pass the fingertips.
- Make-up: no eyeliner, lip gloss, or any make-up of any sort is allowed.
- Hygiene: children must be clean when coming to school, wash their hands regularly and make sure they wipe their mouths after lunch.  
It is advisable that Gr. 4-8 learners wear sufficient deodorant and bring deodorant with them to school to use after breaks, P.E, ect.
- Chewing gum: no chewing of bubblegum is allowed on the school premises. No gumballs, candy balls and sherbet as it stains their mouths, lips and clothes.
- Jewellery: no jewellery (including bracelets, ankle bracelets, rings, necklaces, toe rings, etc) is allowed. Only one small round stud in the bottom lobe of each ear is allowed. No earrings on boys are allowed.  
Learner may wear a watch to school.
- Civvies days: No see-through clothes may be worn. No spaghetti strap tops or revealing clothing will be permitted. No short mini-skirts or shorts will be allowed. No inappropriate/offensive wording on clothing will be allowed. Any learner who is inappropriate dressed will be sent home to change.

### **c. Attendance**

The school does not and will never condone parents to keep learners away from school for insignificant reasons. Missing class results in a learner falling behind in class work. Teachers cannot hold the rest of the class back to represent a class to a learner who had been absent. Naturally leniency is given due to illness, death in the family, etc.  
Please also note that learner attendance records are submitted to the Department of Education. They reserve the right to contact parents/guardians whose children are too frequently absent. They may also require the school to enquire on their behalf.

- Learners are not allowed to stay away from school unless it is for a necessary reason. In such case a parent must contact the office with due notice and valid reasons for the child's absence.
- Learners who had been absent are themselves responsible for catching up missed work and for getting the necessary homework given in his/her absence.
- If a student is going to be absent during a test or exam a sick note is required from a qualified doctor. Once the note is presented, they will be allowed to write the exam. If there is no sufficient time in order to conduct an exam, an absent mark will be given, which means the child's absence will not affect his/her overall mark. However, if the note is not presented, the child will receive 0% for said exam as per regulations.
- Learners may not skip classes or wander the school premises aimlessly between classes.
- Learners may not leave the school premises unless a parent or guardian has signed him/her out by the office. Such collections will only be permitted if valid reasons are given by the parent/guardian.
- Learners must be at school on time (07:30). Learners who arrive late must report at the office and state valid reasons.
- No learners are allowed to leave class without consent.
- Parents must inform the school if a child may not participate in a physical and/or class activity and give good, valid reasons.

- Attending field trips is compulsory as it bears significance to particular subjects. Learners who cannot attend must give valid reason in writing from parents.
- During field trips and other excursions, learners are not allowed to wander off on their own.

#### **d. Leadership**

- MEL International School aims to treat all learners as equals, but may appoint learners who display exceptional leadership skills in positions of authority. This gives such learners the opportunity to develop these leadership skills in a positive and progressive way.
- Learners placed in positions of authority, e.g. prefects, class captain, group leader, tutor, etc. may never abuse their position to justify abusive, discriminatory, oppressive or prejudiced behaviour.
- Learners must respect the authority such learner may have and cooperate with them in order to create a positive, harmonious learning environment.
- Learners must respect the authority and may never take matters into their own hands. When faced with disruptive learners, mischief or bad behaviour: such learners must report these matters to their teacher who will deal with it.

#### **e. Responsibility toward our environment**

Cleanliness and tidiness creates harmony and forms an organized learning environment. It also reflects a learner's self-image and self-worth.

- Learners are expected to work neatly and present neat work to their teachers.
- Learners are expected to clean up after themselves.
- Littering harms the environment. Learners are expected to use the available recycling and regular trash cans available for litter.

#### **f. Electronic devices**

Bringing unnecessary devices to school creates a lot of disruption and conflict at school. Due to the constant distraction it presents to learners, it is preferred that learners do not bring cellphones to school.

However, if parents deem it necessary for their children to have a cellphone at school, all children are required to book their cellphones at the registration teacher in the morning. Cellphones may then be collected at the end of the day. Although every precaution will be taken, MEL International school assumes no liability whatsoever for the safekeeping of cellphones belonging to students.

- In case a learner violates this rule, his/her cellphone will be confiscated until the end of the year and disciplinary action may be taken.
- PSP, tablets, laptops, portable music or video players should not be brought to school. MEL International School will not accept any responsibility in the event of damage, loss or destruction of such device.

## **g. Personal property**

MEL International School will not take responsibility for any personal property that learners may lose on the school premises. Parents are expected to instill a sense of responsibility in their children by teaching them to take care of their property.

Lending and borrowing of personal items are not condoned nor instructed by the school.

- All personal property must be clearly and adequately marked. This includes the uniform, socks, shoes, stationery, books, schoolbags/backpacks, lunch boxes, etc.
- When a learner loses or misplaces an item, he/she alone is responsible for the retrieval of said item. The teachers and other staff are not obliged to search for lost item especially in the case of unlabeled items.
- When losing something, a learner should report it at the office in case it was handed in by someone who may have found it.
- Learners are expected to be honest. When finding someone else's property, learners must hand it in by the school office from where it will be given to its owner. However, this can only be done if the item was clearly marked. If not, the item will be kept in the lost and found section for no longer than 7 days; after which it will be discarded.

## **h. Crime and Violence**

Criminal activities and violence of any sort will not be tolerated. In case a crime has been committed, authorities will be notified and parents will be culpable.

- Bullying is not allowed and completely unacceptable. This includes verbal bullying, emotional bullying, physical bullying, cyber-bullying and social bullying.
- Learners must refrain from all form of abuse. This includes verbal abuse, physical abuse, sexual abuse and social abuse. Any action a learner performs against another that could potentially cause harm is considered abuse. This included teasing and taunting.
- Assault against peers or teachers will be dealt with sternly and may lead to expulsion.

## **i. Discrimination**

Learners of MEL International School may never display any form of discriminatory actions or verbal statements.

- No hate speech, prejudice remarks or statements or any form of discrimination will be tolerated.
- Learners are expected to accept, tolerate and respect the various differences of others.
- Teasing and taunting is not allowed.
- Learners must strive to give uplifting comments towards others rather than make harsh and critical comments.

## **j. Weapons and substance abuse**

MEL International School puts the safety of our learners first. Transgressions that threaten the safety and general well-being of our learners will be dealt with sternly.

- No weapons are allowed at school. This includes guns, pocket knives, BB guns, slingshots and all other objects that may willfully be used to harm another. Learners who do not comply may face expulsion.



- No fireworks are allowed at school. Fireworks contain explosives which threatens the safety of everyone at school.
- No alcohol, drugs, tobacco or unauthorized medication is allowed.

## k. Vandalism and Arson

Learners are expected to respect the property of the school, teacher parents and peers.

- No vandalism is allowed. This includes graffiti, willful destruction of property and negligent use of school equipment. This applies to the school premises and equipment, aftercare facilities, vehicle belonging to teachers, parents and visitors and any venue the learners may visit during excursions.
- Learners may not use school equipment in a careless manner. Damages incurred due to deliberate or careless actions will be repaired or replaced at the parent's expense.
- Learners may not take lighters, matchsticks, flint rocks or magnifying glasses to school. Arson will be dealt with harshly.

## l. Homework

Learners are expected to write down their own homework in every class. In the Foundation Phase teachers will ensure that learners who have any homework given, is written in their homework books.

**Intermediate learner must take responsibility for writing down their homework. Teacher will not take responsibility for learners who neglect to do so.**

Homework is given to learners to practice skills and test understanding. It is imperative that learners complete all homework and assignments as it also counts for marks that contribute to the end-of-term reports. Parents must please follow up on learners to ensure that these get done.

***It is assumed that upon entering in contract with the school (acceptance of admission) parents and learners agree and promise to honour the Code of conduct of MEL International School.***

# 5. Disciplinary Procedures

## a. Merit System

The school makes use of a merit system where learners can earn merits for good behaviour and/or academic improvement or lose merits for failure to adhere to the school code of conduct. When learners lose a certain amount of merits disciplinary action will take place. The behaviour and performance of learners cannot solely depend on the school and teachers. Parents carry a large amount of responsibility as well. Therefore it is important the school, learners and parents work closely together to get the best out of the child.

Additional positive-discipline measures may also be implemented from teacher to teacher. This may include class/inter-house challenges, stickers or stamps in books.

The school additionally uses "Top-Ten Awards" and "Leadership Awards" for exemplary behaviour. These are awarded termly in conjunction with our end of year Awards Evening.

## **b. Disciplinary Procedures**

Below is a conceptual framework for our discipline procedures at MEL International School. For a full-description of disciplinary actions and procedures, please see MEL International School's full disciplinary policy.

### **Disciplinary Action: A Disciplinary Hearing**

- When serious offences are committed and verbal and/or written warnings are inadequate, the disciplinary committee (comprises Principal, Deputy Principal and H.O.D.'s) will hold a disciplinary hearing before a decision is taken on what sanction should be imposed.
- The hearing will be conducted in a fair way and accountable way. The aim of the school will always be to assist the learner and guide him/her towards reaching his/her potential.
- During the hearing all parties will have the opportunity to be heard.
- The disciplinary committee will make a final decision.

### **Disciplinary Action: Suspension**

After a fair hearing the principal may suspend learners from the school, as a correctional measure, for a period not longer than one week. The school reserves the right, but is under no obligation, to suspend a learner for a serious offence without following other actions, including disciplinary hearing.

Serious offence in this context would be interpreted to include, but is not limited to:

- Blasphemy, profanity.
- Conduct that mimics occultist practices.
- Physical or verbal attack on a fellow learner or staff member. (that has the potential to disturb the good order)
- Gross insubordination towards teachers or the Administration.
- Possession of dangerous objects.
- Possession of dangerous/illegal substances, specifically including alcohol and tobacco.
- Possession of explicit or pornographic media or material, including electronic media.
- Damage to or theft of property.
- Continuous harassment of peers after being reprimanded.

Learners may only be suspended, in terms of this clause, by the principal or the person in his/her place in the event of his/her absence.

### **Disciplinary Action: Expulsion**

Immediate expulsion may be used in the case of serious offences or a series of repeated offences.

Serious offence in this context would be interpreted to include, but is not limited to:

- Blasphemy, profanity.
- Conduct that mimics occultist practices.
- Physical or verbal attack on a fellow learner or staff member. (that has the potential to disturb the good order)
- Gross insubordination towards teachers or the Administration.
- Possession of dangerous objects.
- Possession of dangerous/illegal substances, specifically including alcohol and tobacco.
- Possession of explicit or pornographic media or material, including electronic media.
- Damage to or theft of property.
- Continuous harassment of peers after being reprimanded.

Learners may only be suspended, in terms of this clause, by the principal or the person in his/her place in the event of his/her absence.

## **UNDERTAKING BY PARENTS (CODE OF CONDUCT)**

I realise that from time to time children take issue with actions that they do not agree with and they are prone to criticise statements out of context. This being normal to children, I undertake that should such occur, I will familiarise myself with all the necessary details, and where appropriate, I will correct my child to support the staff. I will approach the correct staff to obtain all the necessary details. I/We further realise that building strong relations with my child's teachers to aid in the training of my child is as much my responsibility as it is the school's. and I will pray for the staff and the school programme, co-operate with them in the discipline and accept that the staff will attempt to display fair judgement in all matters.

I/We will follow through with any work, assignments or communications to be signed.

I/We will undertake to ensure that my child abides by the school's times.

I/We will undertake to ensure that we will co-operate in training the child to respect the school property and pay for irregular abuse of same.

- I/We will send written reasons for absence or tardiness.
  - I/We will attend all parent functions and see to it that my child's appearance conforms with the school regulations.
  - I/We will assist in publicising the school and its programme amongst friends.
- I believe that the school's staff will endeavour to provide adequate care for my child and I absolve the school of all responsibility for mishaps, except for uncontrolled and careless supervision.
- I realise that attending MEL International School is a privilege and not a right.
- It is my intention to abide by the decision and support the discipline of the administration.

## **PROTOCOL**

In case of any incident between Teacher or Staff Member I/We will make an appointment to see the Principal whom will then discuss it with the Teacher or Staff member first

## **MEDICAL POLICY**

- 1) That the Principal will be informed immediately in the event of contagious diseases at home and that my child/ren will be taken to a doctor before sending them back to school with a doctor's note.
- 2) In the event of an emergency the child/ren will be stabilized, the parents will be notified and child/ren will be taken to the nearest medical centre.
- 3) Although all precautionary steps will be taken to ensure the safety of children, the school and personnel shall not be held liable in the event of any kind of injuries. The school shall not be held liable for payment of medical accounts.
  - (a) I will notify the school if my child is sick for more than one day.



## **PHOTO/PICTURE POLICY**

- During your child/rens attendance at MEL School we will be taking random photos, pictures and videos of your child/ren which will be used for school purposes. I/We will send written reasons for absence or tardiness.

## **FINANCIAL POLICY AND PROCEDURES**

- 1) School fees are payable in advance by the 2<sup>nd</sup> of every month. No financial concessions will be granted for leave or absence of any other kind. The full amount must be paid in advance at all times including July, December and January. Fees are payable over 12 months.
- 2) One calendar month's written notice is compulsory for termination of agreement.

## **PAYMENT METHODS:**

- a. **Cash payment**
    - i) At school office. Proof of payment must be brought to the school and a receipt will be given.
  - b. **Bank Details**

Will be provided to you at the reception.
  - c. **Monthly Statements**
- Should you require a financial statement, please notify the Financial Administrator (Amanda) by phone or Email: [Melinternationalprimaryschools@gmail.com](mailto:Melinternationalprimaryschools@gmail.com)
- d. **Penalties**
    - i) R200 penalty is added when monthly installment has not been paid by the 2<sup>nd</sup> of the month.
    - ii) After the 2<sup>nd</sup> of each month, if the full payment has not been received, parents will be asked to withdraw their children until such time when the full outstanding balance has been paid. At this time the child will be deregistered.
    - iii) The learners place in school will be kept for 2 weeks from this time.
    - iv) If monthly fee has not reached us within this period, the learner will loose his/her place, and will not be able to return.
  - e. **Fees are payable monthly in advance.**
  - f. **Termination of involvement**
    - i) Either party is expected to give the other 1 month written notice, except in the case mentioned in Part. d.) above.

## **4. TOTAL YEAR FEE**

Should you pay the total year fee by latest end of January 2020, you qualify for one month discount.

### **(a) Electronic Fund Transfer**

Proof of payment must be emailed to [melinternationalprimaryschools@gmail.com](mailto:melinternationalprimaryschools@gmail.com) and copy brought to the school.

### **(b) Direct Bank Deposit**

Proof of payment must be emailed to [melinternationalprimaryschools@gmail.com](mailto:melinternationalprimaryschools@gmail.com) and copy brought to the school.

### **RESPONSE by PARENTS AND LEARNERS**

We, \_\_\_\_\_ the parents of  
\_\_\_\_\_ (Name and Surname):

- Understand and accept the educational philosophy, objectives and aims of the code of conduct of MEL International School.
- Undertake to explain and discuss the content of the code of conduct with our child/ren to ensure clear understanding.
- Will co-operate with educators in a spirit of partnership in the training of our child/ren.
- Understand and accept that willful disobedience of the Code of Conduct or willful defiance of the principals and ethics of MEL International School, may result in our child/ren's dismissal from the school.
- Understand that we have the right to withdraw our child/ren from MEL International School if at any time we can no longer work together in a spirit of unity and all reasonable avenues of communication are exhausted.

We, the parents of \_\_\_\_\_ (Name and Surname of Student) have discussed this Code of Conduct with him/her and we have made sure that he/she fully understands the content and implications of this document.

- He/she is willing to accept and adhere to this Code of Conduct and understands that if he/she willfully disobeys the Code of Conduct, he/she might be dismissed from the school.

Signed: \_\_\_\_\_ (Parent) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Learner) Date: \_\_\_\_\_