

# **CODE OF CONDUCT**

## COLLEGE REGULATIONS

This document provides more specific detail on the expectations of the **Wembley College scholars**, and the consequences which follow if the principles of the Code have been breached.

This document is not all-encompassing, and should issues not mentioned arise, they will be assessed by the Management of the College and then acted upon.

While there are no specifically designated rewards for good behaviour, the real reward lies in knowing that one is contributing to the creation of an environment in which it is a pleasure to live and learn. It is assumed that responsible people do the right thing.

## CONTENTS

	Page
College Regulations	2
Mission Statement	4
Five Basic Rules	5

<b>School Uniform</b>	
Junior School Uniform (Gr RRR to R)	6
Junior and Middle School Uniform	7
High School Uniform	8
Whole School Sport Practice Uniform	9
Junior School Match Kit	10
Middle School Girls' Sports Uniform	11
Middle School Boys' Sports Uniform	12
High School Girls' Sports Uniform	14
High School Boys' Sports Uniform	15

General Procedures	17
Attendance	18
Emergency Drills and Accident Procedure	18
Library Guide	19

<b>Breach of Code</b>	
1) General	21

<b>2) Category 1 - Minor Offences</b>	
2.1) School Attendance	21
2.2) General Manners	21
2.3) School Premises and Property	22
2.4) Rules Specific to Day Scholars	23
2.5) Uniform and General Appearance	24
2.6) Hair	25
2.7) Academic and Classroom Matters	26
2.8) Offensive and Foul Language	27
2.9) Dishonesty	27

<b>3) Category 2 - Serious Offences</b>	
3.1) Truancy	27
3.2) Cheating	27

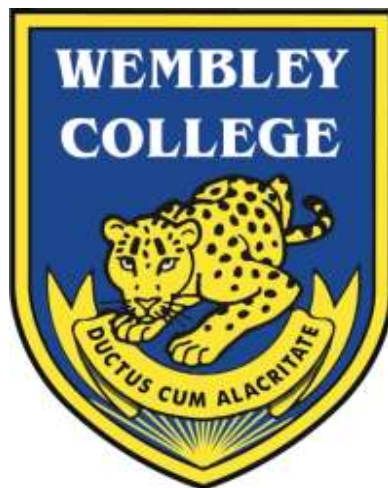
<b>Category 3 - Major Offences</b>	
1) Offences Related to Alcohol and Tobacco	28
2) Offences Related to Drugs/Banned Substances	28
3) Use/Abuse of Internet and/or Cellular Phones	28
4) Vandalism	28
5) Offensive Material	28
6) Weapons	28
7) Theft	28
8) Bullying	29
9) Social Media	29

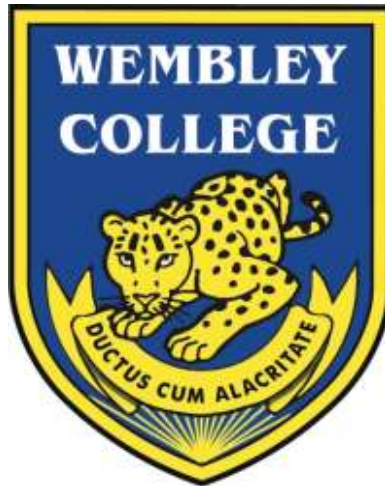
<b>Disciplinary Procedure</b>	
1) Category 1 - Minor Offences	30
2) Category 2 - Serious Offences	31
3) Category 3 - Major Offences	31

<b>Codes of Conduct</b>	
Parents and Supporters	32
Policy for Acceptable use of Electronic Devices	33
Drugs Policy	37
Addendum 1	40
Social Media Policy: Parents & Guardians	43
Annexure A	47
Code of Conduct Agreement	48

## MISSION STATEMENT

To teach, nurture and inspire scholars to be individuals in a place where they can learn, grow and flourish in a co-educational, family environment based on an international educational system in a country setting.





## **OUR FIVE BASIC RULES:**

### **RESPECT**

I shall show the proper respect to myself, my fellow scholars, staff and members of the public alike, as well as to all school property and the environment.

### **LOYALTY**

I shall always and under all circumstances be loyal to **WEMBLEY COLLEGE**.

### **DILIGENCE**

I shall do all my schoolwork consistently and diligently and report regularly for school events.

### **PROMPTNESS**

I shall be on time for every school day and all activities.

### **NEATNESS**

I shall keep our classrooms and playgrounds clean and tidy and shall wear only proper school and sports uniforms.

**DRESS AND GROOMING:**

The purpose of the Dress Code is to ensure uniformity and neatness so that we are presented appropriately in public and during official functions at school.

**UNIFORMS**

**Junior School**

**Grades RRR, RR and R**

**(Worn all year round)**

<b>Boys and Girls</b>
Wembley hat/cap
Navy blue Windbreaker
Wembley fleece
Cubbies tracksuit top and pants
Cubbies shirt (navy blue/orange/red)
Cubbies navy blue shorts
Navy blue school bag (optional)
Black swimming costume and Wembley swimming cap (optional)

**Please note:** Cubbies may wear any trainers or comfortable shoes. **Please do not send girls in “dress-up” shoes.**

## Grades 1 to 3

### Uniform for Cold Weather

Boys	Girls
Navy blue windbreaker	Navy blue windbreaker
Wembley fleece	Wembley fleece
Wembley full tracksuit	Wembley full tracksuit
Navy blue V-neck Wembley jersey	Navy blue V-neck Wembley jersey
Royal blue Wembley golf shirt	Royal blue Wembley golf shirt
Navy blue school shorts	Wembley blue dress with Peter Pan chequered collar
Long navy blue school socks	Long navy blue school socks/black tights
Black lace-up shoes	Black cross-strap/lace-up shoes

## Junior and Middle School

### Standard Uniform

Boys	Girls
Wembley College hat/cap	Wembley College hat/cap
Wembley fleece	Wembley fleece
Navy blue V-neck Wembley jersey	Navy blue V-neck Wembley jersey
White short-sleeve shirt (open collar with small Wembley badge sewn onto the pocket)	Wembley blue dress with Peter Pan chequered collar
Navy blue school shorts/ Charcoal trousers (only SP boys)	Short white cotton socks
Long navy blue school socks	Black cross-strap/lace-up shoes
Black lace-up shoes	

## Middle School

### Formal Uniform (can be worn on cold days)

Boys	Girls
School hat/cap	School hat/cap
Wembley Fleece	Wembley fleece
Navy blue V-neck Wembley jersey	Navy blue V-neck Wembley jersey
White long-sleeve shirt	Wembley blue dress with Peter Pan chequered collar
Wembley tie	Black tights
Charcoal trousers	Black cross-strap/lace-up shoes
Charcoal anklets	
Black lace-up shoes	

### Casual Uniform – Boys and Girls (all phases)

Wembley fleece
Royal blue Wembley golf shirt
Blue jeans (no rips, tears or holes)

Trainers with white socks
Casual uniform may only be worn when announced by the College management

## High School

### Standard Uniform

BOYS	GIRLS
Wembley fleece	Wembley fleece
Navy blue V-neck Wembley jersey (Form 2 – 5)	Navy blue V-neck Wembley jersey (Form 2 – 5)
White V-neck Wembley jersey (Form 6 only)	White V-neck Wembley jersey (Form 6 only)
Matric jacket (Form 6 only)	Matric jacket (Form 6 only)
White short-sleeve shirt (open collar) with Wembley badge sewn on the pocket	White short-sleeve shirt (open collar) with Wembley badge sewn on the pocket
Navy blue school shorts/charcoal trousers Plain black belt (optional)	Blue Wembley skirt/black trousers
Long navy blue school socks/charcoal anklets	Short white cotton socks/black tights
Black lace-up shoes	Black cross-strap/lace-up shoes Black court shoes max 4cm heel (Form 6 only - must be worn with black tights)

### Formal Uniform

BOYS	GIRLS
Navy blazer with large Wembley badge sewn onto the pocket	Navy blazer with large Wembley badge sewn onto the pocket
Navy blue V-neck Wembley jersey (F2 – F5)	Navy blue V-neck Wembley jersey (F2 – F5)
White V-neck Wembley jersey (Form 6 only)	White V-neck Wembley jersey (Form 6 only)
White long-sleeve shirt (no badge)	White long-sleeve shirt (no badge)
Wembley tie/matric tie/honours-colours tie	Wembley tie/matric tie/honours-colours tie
Charcoal trousers Plain black belt (optional)	Blue Wembley skirt/black trousers
Charcoal anklets	Long navy blue school socks/black tights
Black lace-up shoes	Black cross-strap/lace-up shoes Black court shoes max 4cm heel (Form 6 only - must be worn with black tights)

- The Wembley fleece may be worn on cold days **BUT NOT** to formal events
- Navy blue or black beanies may be worn on cold days **BUT NOT** to formal events
- On inclement days, a plain, navy blue dry-mac jacket may be worn



## Sport Uniform

<b>Whole College: Sport <u>practice</u> uniform for <u>all</u> sports</b>
<ul style="list-style-type: none"><li>• Wembley cap or hat</li><li>• Wembley full tracksuit</li><li>• Navy blue practice T-shirt (while stocks last, to be replaced with royal blue Wembley golf shirt)</li><li>• Navy blue quantec shorts</li><li>• Short white socks/long navy blue sport socks</li><li>• Trainers</li></ul>
<b>Inter-house Uniform</b>
<ul style="list-style-type: none"><li>• Wembley full tracksuit</li><li>• Inter-house shirt (Eagles or Falcons)</li><li>• Navy blue quantec shorts</li><li>• Short white socks/long navy blue sport socks</li><li>• Trainers</li></ul>
<b>Tracksuit Etiquette</b>
<ul style="list-style-type: none"><li>• Due to the extreme temperature differences that can be experienced, the sport department will determine whether or not Wembley full tracksuits will be required to be worn to a fixture</li><li>• For the winter sport programme, players must arrive in Wembley full tracksuits apart from HS first teams who wear blazers or formal uniform to the match.</li><li>• Tracksuit top may be worn on its own only with sport kit.</li></ul>

## Junior School Match Kit (Grade 1,2 & 3)

Sport	Girls	Boys
<b>Hockey</b>	<p>It is compulsory for all teams to wear shin pads and gum guards to all practices and matches. Players must each bring their own hockey stick and hockey ball. Footwear: Multi-stud shoes or trainers.</p> <ul style="list-style-type: none"> <li>• Royal Wembley blue golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>	<p>It is compulsory for all teams to wear shin pads and gum guards to all practices and matches. Players must each bring their own hockey stick and hockey ball. Footwear: Multi-stud shoes or trainers.</p> <ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>
<b>Tennis</b>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Short white socks</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Short white socks</li> </ul>
<b>Cricket</b>	<p>Players in the JP are not required to have their own cricket kits. Batsmen and wicket keepers must have helmets.</p> <p>All players must wear an abdo-guard during practices as well as matches.</p> <ul style="list-style-type: none"> <li>• White Wembley golf shirt</li> <li>• White Teesav boxer short</li> <li>• Long navy blue sport socks</li> <li>• Navy blue Wembley cricket hat</li> <li>• Wembley tracksuit top</li> </ul>	<p>Players in the JP are not required to have their own cricket kits. Batsmen and wicket keepers must have helmets.</p> <p>All players must wear an abdo-guard during practices as well as matches</p> <ul style="list-style-type: none"> <li>• White Wembley golf shirt</li> <li>• White Teesav boxer short</li> <li>• Long navy blue sport socks</li> <li>• Navy blue Wembley cricket hat</li> <li>• Wembley tracksuit top</li> </ul>
<b>Soccer</b>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>
<b>Athletics</b>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Footwear: athletes are permitted to practise or compete barefoot or in trainers or athletics spikes</li> <li>• Athletes may compete in tights with navy blue quantec shorts over them</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Footwear: athletes are permitted to practise or compete barefoot or in trainers or athletics spikes</li> <li>• Athletes may compete in tights with navy blue quantec shorts over them</li> </ul>
<b>Swimming</b>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Footwear: slippers (white, black or blue) / trainers</li> <li>• Black full costume and Wembley swimming cap</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Footwear: slippers (white, black or blue) / trainers</li> <li>• Black speedo/tights and Wembley swimming cap</li> </ul>

## Middle School Girls

Sport	U13 A	Other (e.g., U9, U11, U13B, etc.)
<b>Hockey</b>	<p>It is compulsory for all teams to wear shin pads and gum guards to all practices and matches. Players must each bring their own hockey stick and hockey ball.</p> <p>Footwear: Multi-stud shoes or trainers.</p> <ul style="list-style-type: none"> <li>• Golf shirt: half blue, half white</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>	<p>It is compulsory for all teams to wear shin pads and gum guards to all practices and matches. Players must each bring their own hockey stick and hockey ball.</p> <p>Footwear: Multi-stud shoes or trainers.</p> <ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>
<b>Tennis</b>	<ul style="list-style-type: none"> <li>• Golf shirt: half blue, half white</li> <li>• Navy blue quantec shorts</li> <li>• Short white socks</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Short white socks</li> </ul>
<b>Soccer</b>	<ul style="list-style-type: none"> <li>• Golf shirt: half blue, half white</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>
<b>Athletics</b>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Footwear: athletes are permitted to practise or compete barefoot, in trainers or athletics spikes</li> <li>• (Athletes may not compete in tights without quantec shorts over them)</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Footwear: athletes are permitted to practise or compete barefoot, in trainers or athletics spikes</li> <li>• (Athletes may not compete in tights without quantec shorts over them)</li> </ul>
<b>Swimming</b>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt and navy blue quantec shorts</li> <li>• Black full costume and Wembley swimming cap</li> <li>• Footwear: slippers (white, black or blue) / trainers</li> <li>• Wembley towel</li> <li>• Swimmers must leave the pool in quantec shorts and royal blue Wembley golf shirt or in full Wembley tracksuit when competing in a gala.</li> </ul>	

<b>Middle School Boys</b>		
<b>Sport</b>	<b>U 13 A</b>	<b>Other (e.g.U9, U 11, U12B etc)</b>
<b>Hockey</b>	<p>It is compulsory for all teams to wear shin pads and gum guards to all practices and matches. Players must each bring their own hockey stick and hockey ball.</p> <p>Footwear: Multi-stud shoes or trainers.</p> <ul style="list-style-type: none"> <li>• Golf shirt: half blue, half white</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>	<p>It is compulsory for all teams to wear shin pads and gum guards to all practices and matches. Players must each bring their own hockey stick and hockey ball.</p> <p>Footwear: Multi-stud shoes or trainers.</p> <ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>
<b>Tennis</b>	<ul style="list-style-type: none"> <li>• Golf shirt: half blue, half white</li> <li>• Navy blue quantec shorts</li> <li>• Short white socks</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Short white socks</li> </ul>
<b>Soccer</b>	<ul style="list-style-type: none"> <li>• Golf shirt: half blue, half white</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> </ul>
<b>Athletics</b>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Footwear: athletes are permitted to practise or compete barefoot, in trainers or athletics spikes</li> <li>• (Athletes may not compete in tights without quantec shorts over them)</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Footwear: athletes are permitted to practise or compete barefoot, in trainers or athletics spikes</li> <li>• (Athletes may not compete in tights without quantec shorts over them)</li> </ul>
<b>Cricket</b>	<p>Players in the SP are not required to have their own cricket kits. Batsmen and wicket keepers must have helmets. All players must wear an abdo-guard during practices as well as matches.</p> <ul style="list-style-type: none"> <li>• White Wembley golf shirt</li> <li>• White cricket longs</li> <li>• White socks</li> <li>• Navy blue Wembley cricket hat</li> <li>• Wembley tracksuit top</li> </ul>	<p>Players in the SP are not required to have their own cricket kits. Batsmen and wicket keepers must have helmets. All players must wear an abdo-guard during practices as well as matches.</p> <ul style="list-style-type: none"> <li>• White Wembley golf shirt</li> <li>• White Teesav boxer short</li> <li>• Long navy blue sport socks</li> <li>• Navy blue Wembley cricket hat</li> <li>• Wembley tracksuit top</li> </ul>
<b>Rugby</b>	<ul style="list-style-type: none"> <li>• Light and dark blue short-sleeve Wembley rugby jersey</li> <li>• White Teesav boxer shorts</li> <li>• Old rugby jersey for practice only</li> <li>• Long navy blue sport socks</li> <li>• Wembley full tracksuit</li> </ul>	<ul style="list-style-type: none"> <li>• Blue short-sleeve rugby jersey</li> <li>• Navy blue Teesav boxer shorts</li> <li>• Old rugby jersey for practice only</li> <li>• Long navy blue sport socks</li> <li>• Wembley full tracksuit</li> </ul>
<b>Swimming</b>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt and navy blue quantec shorts</li> <li>• Black speedo/tights and Wembley swimming cap</li> </ul>	

	<ul style="list-style-type: none"> <li>• Footwear: slippers (white, black or blue)/trainers</li> <li>• Wembley towel</li> <li>• Swimmers must leave the pool in quantec shorts and royal blue Wembley golf shirt or in full Wembley tracksuit when competing in a gala.</li> </ul>
<p><b>Cross Country Kit</b></p>	<p><b>MEETINGS:</b></p> <p><b>HS:</b></p> <ul style="list-style-type: none"> <li>• Wembley full tracksuit</li> <li>• Wembley athletics shirt</li> <li>• Wembley athletics shorts</li> <li>• Short white socks</li> <li>• Trainers</li> </ul> <p><b>MS &amp; JS:</b></p> <ul style="list-style-type: none"> <li>• Wembley full tracksuit</li> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• Short white socks</li> <li>• Trainers</li> </ul> <p><b>PRACTICE: HS/MS/JS:</b></p> <ul style="list-style-type: none"> <li>• Wembley full tracksuit</li> <li>• Navy blue practice T-shirt (while stocks last, to be replaced with royal blue Wembley golf shirt)</li> <li>• Navy blue quantec shorts</li> <li>• Short white socks</li> <li>• Trainers</li> </ul>

<b>High School Girls</b>		
<b>Sport</b>	<b>Open Team</b>	<b>Other (e.g., U15, U16, 2<sup>nd</sup> team, all other teams.)</b>
<b>Hockey</b>	<p>It is compulsory for all teams to wear shin pads and gum guards to all practices and matches. Players must each bring their own hockey stick and hockey ball. Footwear (all teams): Multi-stud shoes or trainers.</p> <ul style="list-style-type: none"> <li>• Open team dresses</li> <li>• Long navy blue sport socks</li> <li>• College blazer</li> </ul>	<p>It is compulsory for all teams to wear shin pads and gum guards to all practices and matches. Players must each bring their own hockey stick and hockey ball. Footwear (all teams): Multi-stud shoes or trainers</p> <ul style="list-style-type: none"> <li>• Navy blue skirts (with white kick pleat in front)</li> <li>• Navy blue and white sleeveless shirt</li> <li>• Long navy blue sport socks.</li> <li>• School tracksuit</li> </ul>
<b>Tennis</b>	<ul style="list-style-type: none"> <li>• Wembley tennis dresses</li> <li>• Short white socks</li> <li>• College blazer</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue skirts (with white kick pleat in front)</li> <li>• Navy blue and white sleeveless shirt</li> <li>• Short white socks</li> <li>• School tracksuit</li> </ul>
<b>Soccer</b>	<ul style="list-style-type: none"> <li>• Blue open team kit</li> <li>• Long navy blue sport socks</li> <li>• College blazer</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue quantec shorts</li> <li>• Navy blue and white sleeveless shirt</li> <li>• Long navy blue sport socks</li> <li>• School Tracksuit</li> </ul>
<b>Athletics</b>	<p>Footwear: athletes are permitted to practise or compete barefoot or wearing trainers or athletics spikes. Note: Athletes <u>may not</u> compete in tights without quantec shorts over them</p> <ul style="list-style-type: none"> <li>• Blue athletics vest</li> <li>• Navy blue quantec shorts</li> <li>• School tracksuit</li> </ul>	<p>Footwear: athletes are permitted to practise or compete barefoot or wearing trainers or athletics spikes. Note: Athletes <u>may not</u> compete in tights without quantec shorts over them</p> <ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> <li>• School tracksuit</li> </ul>
<b>Swimming</b>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt and navy blue quantec shorts</li> <li>• Black full costume and Wembley swimming cap</li> <li>• Footwear: slippers (white, black or blue) / trainers</li> <li>• Wembley towel</li> <li>• Swimmers must leave the pool in quantec shorts and royal blue Wembley golf shirt or in full Wembley tracksuit when competing in a gala.</li> </ul>	

<b>High School Boys</b>		
<b>Sport</b>	<b>Open Team</b>	<b>Other (e.g., U 15, U 16, 2<sup>nd</sup> team, etc.)</b>
<b>Hockey</b>	<p>It is compulsory for all teams to wear shin pads and gum guards to all practices and matches. Players must each bring their own hockey stick and hockey ball.</p> <ul style="list-style-type: none"> <li>• White open team kit</li> <li>• Long navy blue sport socks</li> <li>• College blazer</li> </ul>	<p>It is compulsory for all teams to wear shin pads and gum guards to all practices and matches. Players must each bring their own hockey stick and hockey ball.</p> <ul style="list-style-type: none"> <li>• Harlequin shirts</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> <li>• School Tracksuit</li> </ul>
<b>Soccer</b>	<ul style="list-style-type: none"> <li>• White open team kit</li> <li>• Long navy blue sport socks</li> <li>• College blazer</li> </ul>	<ul style="list-style-type: none"> <li>• Harlequin shirts</li> <li>• Navy blue quantec shorts</li> <li>• Long navy blue sport socks</li> <li>• School Tracksuit</li> </ul>
<b>Tennis</b>	<ul style="list-style-type: none"> <li>• White 1<sup>st</sup> Team tennis shirt</li> <li>• Short White socks</li> <li>• College Blazer</li> </ul>	<ul style="list-style-type: none"> <li>• Harlequin shirts</li> <li>• Navy blue quantec shorts</li> <li>• Short white socks</li> <li>• School Tracksuit</li> </ul>
<b>Rugby</b>	<ul style="list-style-type: none"> <li>• Open team rugby jersey</li> <li>• White Teesav boxer shorts</li> <li>• Old rugby jersey for practice</li> <li>• Navy blue quantec/boxer shorts for practice</li> <li>• Long navy blue sport socks</li> <li>• Open rugby players must wear formal uniform when travelling.</li> </ul>	<ul style="list-style-type: none"> <li>• Blue short-sleeve rugby jersey, white collar</li> <li>• Navy Teesav boxer shorts</li> <li>• Old rugby jersey for practice</li> <li>• Navy blue quantec/boxer shorts for practice</li> <li>• Long navy blue sport socks matches</li> <li>• School tracksuit</li> </ul>
<b>Athletics</b>	<p>Footwear: athletes are permitted to practise or compete barefoot or in trainers or athletics spikes. (Athletes may compete in tights with quantec shorts over them)</p> <ul style="list-style-type: none"> <li>• Blue athletics vest</li> <li>• Navy blue quantec shorts</li> </ul>	<p>Footwear: athletes are permitted to practise or compete barefoot or in trainers or athletics spikes. (Athletes may compete in tights with quantec shorts over them)</p> <ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt</li> <li>• Navy blue quantec shorts</li> </ul>
<b>Cricket</b>	<p>Players in HS are required to all have their own cricket kits. Batsmen and wicket keepers must have helmets. Senior cricket players must wear College blazers (U16 and open) All players must wear an abdo-guard to practices as well as matches.</p> <ul style="list-style-type: none"> <li>• White open team cricket shirt</li> <li>• White cricket longs</li> <li>• Open team cricket hat (blue and</li> </ul>	<p>Players in HS are required to all have their own cricket kits. Batsmen and wicket keepers must have helmets. Senior cricket players must wear College blazers (U16 and open) All players must wear an abdo-guard to practices as well as matches.</p> <ul style="list-style-type: none"> <li>• White Wembley golf shirt</li> <li>• White cricket longs</li> <li>• Navy blue Wembley cricket hat</li> </ul>

	white) <ul style="list-style-type: none"> <li>• White socks</li> </ul>	<ul style="list-style-type: none"> <li>• White socks</li> </ul>
<b>Swimming</b>	<ul style="list-style-type: none"> <li>• Royal blue Wembley golf shirt and navy blue quantec shorts</li> <li>• Black speedo/tights and Wembley swimming cap</li> <li>• Footwear: slippers (white, black or blue)/trainers</li> <li>• Wembley towel</li> <li>• Swimmers must leave the pool in quantec shorts and royal blue Wembley golf shirt or in full Wembley tracksuit when competing in a gala.</li> </ul>	



## **General Procedures**

### **Communications:**

The d6 School Communicator, emails as well as class and liaison groups are essential methods of communication between the school and parents. Parents must please install the relevant apps onto their phones in order to facilitate effective communication. Academic reports will be emailed directly to parents.

### **Absenteeism:**

A letter of explanation from parents must be handed in or emailed to the scholar's teacher or front office on the day the scholar returns to school. Generally, a doctor's certificate is required when tests or examinations have been missed or when a child has been absent for two days or more.

Requests for a scholar to miss school activities must be submitted in writing and be addressed to the Executive Head, well in advance of the date of absence. Furthermore, an absenteeism form needs to be completed by the scholar and signed by both their registration teacher as well as one of the front office staff.

Where possible, driving lessons and/or medical appointments should be made outside of school hours. Permission is not automatically granted, and the appropriate forms must be completed.

### **Lockers**

- Lockers are allocated for the storage of books, files and other belongings.
- These lockers must be kept **locked at all times**, or the contents will be removed. The onus is on scholars to provide their own padlocks for this purpose. It is advisable to empty lockers over the holidays.
- Items placed on the tops of the lockers will be confiscated if left untidily.
- Report to the Head of School if there is a problem.

### **Stationery**

- Scholars must come to school prepared with all their stationery requirements. Lists of required stationery and textbooks are distributed before the start of a new year. Parents or scholars can contact the office for lists.
- All stationery must be clearly labelled.
- Books must be covered.
- Liquid markers, correction fluid or thinners may not be used or brought to school.

### **Lost Property**

- Any article of clothing, etc. found on school premises will be handed in at the library. R5.00 will be charged for the retrieval of these items.

### **Meals**

- Day scholars may book for lunch.
- Bookings can be made through the caterer: 033 413 2873/ 079 875 9323.
- Lunches for day scholars may be booked in advance, for the whole term, by filling in the lunch form. This form must be signed by parents, at the beginning of each term, before handing it in to the front office.

### **Skateboards/Scooters/Pets:**

- Skateboards, scooters, rollerblades and pets are forbidden on school property at all times.

### **Attendance**

- Scholars must report to the school by 07:25 every morning.
- No student may miss scheduled classes or activities unless permission has been sought **in advance, in writing**, from the Headmaster. It should not be presumed it is automatically granted.
- Scholars who have been granted permission to leave the school during the day need to follow the following procedure:
  - a) Collect permission slip from their register teacher.
  - b) Ensure that the permission slip is signed by all staff who teach the lessons that the scholar will be missing, as well as the register teacher. Boarders will also require boarding staff to sign them out.
  - c) The permission slip must be handed in to the Front Office immediately prior to departure. This is a security measure to ensure that the school records when scholars leave the school property.
  - d) Scholars must report to the front office or, in the case of a boarder, to the boarding office on their return to school.

- **Compulsory Attendance:**

During the course of the year a number of compulsory College functions and sport fixtures will take place, the dates of which will be communicated well in advance and communicated on the term planner. Scholars may only miss such events with the permission from the Executive Head.

### **Emergency Drills and Accident Procedure**

#### **Emergency Drill – Fire or Bomb Threat**

- The sounding of the long siren will indicate that all scholars must proceed quickly and silently to the allocated areas. Once there, scholars must line up in alphabetical order in classes. The registration teachers will check the scholars against a class list and report to the staff member in charge if a scholar is missing. Once the class has been checked, they must sit down to indicate that all are present. The registration teacher reports to the staff member in charge. Scholars may only leave allocated areas when the staff member in charge indicates that they may do so.

#### **Emergency Drill – Riot**

- The sounding of two short sirens, a pause and another two short sirens indicates a riot drill, and all scholars must stay in class silently under their desks.

#### **Accident or Medical Emergency**

- In the case of a serious accident or medical emergency on school property, scholars must report to the nearest staff member, the front office or Head of School, who will contact their parents.

## **LIBRARY GUIDE**

Opening and closing times: 07:25 – 16:00

All library users have the right to:

- A peaceful library environment in which to read, work and study.
- Access, utilise and borrow library resources.

### **ALL LIBRARY USERS MUST COMPLY WITH THE FOLLOWING RULES WHEN USING THE LIBRARY:**

#### **General**

- Library users are responsible for keeping their library accounts up to date.
- No library resources may be removed from the building without being issued or without consent.
- Library Assistants, Librarians and fellow users are not to be harassed or disrespected.
- No food or beverages may be consumed in the library, except for bottled water, which must have a secure cap.
- Users must not litter. Bins are provided for discarded material.
- Users may not leave their belongings, including bags, unattended. Neglected items will be collected as lost property.
- Library resources must be cared for responsibly. No library item may be vandalised by markings, underlining, highlighting, "dog-earring", tearing out of pages or the cutting out of images.
- A user may not hide library material for themselves or for a group of users.
- No activity which will disturb the peaceful environment of the library is permitted.
- Library users must return their borrowed material before the loan period has expired.
- Libraries users must take responsibility for their actions and pay for neglected, lost or damaged library material.
- The library computers are only allowed to be used for research and activities relating to the users' studies.

#### **Entering and Exiting the Library**

Library users must respect the library environment and enter and exit the library quietly.

#### **Borrowing Library Resources**

##### *Issuing Items:*

All library users must produce their library number when taking out library material. The general loan period for an item is two weeks.

##### *Returning Items:*

Library books can be returned during library lessons, breaks and/or after school. Library material that is returned late will be fined.

### *Renewing Items:*

Library items that are about to reach the expiration of their loan period, and are still being utilised, must be renewed to prevent penalties. The library item will then have to be returned on the due date to prevent any penalties.

### **Penalties:**

There are a number of penalties that can be incurred should a user not conform to the library rules.

They are as follows:

- **FINES:** Library items that are overdue will be fined at R1.00 per day that they are late. These fines will be put onto the relevant school account.
- **LOST BOOK CHARGE:** If an item has been lost, the user will be charged the value of the item so as to replace it. This charge is placed on the user's school account.
- **DISCIPLINARY ACTION:** in terms of the College's Code of Conduct.

## **BREACH OF CODE CATEGORY**

Scholars must act as ambassadors of the school at all times. Scholars are expected to conform to widespread social norms such as courtesy and behave in a dignified manner in and out of school hours.

Failure to adhere to any of the following rules will result in appropriate disciplinary action being taken. Any disciplinary action must be carried out by the relevant scholar(s) within a given period of time. Failure to do so will be viewed in a most serious light.

### **CATEGORY 1 – MINOR OFFENCES**

#### **School Attendance**

- Scholars must arrive at school on time.
- During school hours, no scholar may leave the school grounds at any time without being signed out at reception. A letter of consent from their parent(s)/guardian(s) must be presented when a scholar is signed out by anyone else.
- Scholars must attend compulsory school events.

#### **Greeting and General Manners:**

- Academic staff, administrative staff, grounds staff, board members, parents and visitors must be accorded the utmost respect. If a scholar is seated when an adult approaches, s/he should stand to greet them and offer assistance where necessary. Scholars should greet staff members when meeting or passing each other during the day. Adults are to be greeted by surname (e.g., Mr Jones) or as “Sir” or “Ma’am”, whichever is applicable.
- Disrespectful behaviour or impertinence directed towards any adult is unacceptable.
- Scholars must stand back and allow adults to pass along corridors or upon approaching an entrance/exit.
- Scholars are expected to behave appropriately at school and at all functions. Scholars must remain silent when entering venues for formal occasions, e.g., Assembly.
- Although we acknowledge gender equality, we expect male scholars to be chivalrous, e.g., allow ladies to enter or exit a building first.
- Scholars waiting for transport on school premises must do so in an orderly fashion.
- To avoid accidental injury to body and/or property, scholars must refrain from throwing stones or other objects.
- Scholars may not sit on the corridors or lean against the corridor walls.
- Scholars may not meet visitors at school without permission.
- Scholars may not hitch-hike in uniform or in the company of scholars in uniform.
- Scholars are to carry out instructions given to them by any staff member.

### **School Premises and Property:**

- No scholar may enter the staff room or any staff workroom without permission from a teacher. Scholars must wait at reception to consult with a member of staff. Administrative matters must be taken up at reception.
- To preserve our grounds, scholars are asked to keep to the footpaths when moving across the quadrangle and around the school. Only teachers, guests and matriculants may use the stairs leading to the landing outside the library. All other scholars must use the pathway alongside the Computer Centre.
- Order and quiet must prevail in the school buildings.
- The corridors must always allow for free movement. Keep left. Running and unnecessary loitering must be avoided.
- Scholars must remain in their designated areas during breaks.
- Scholars are asked to keep the grounds clean and tidy and to use the bins provided.
- Eating or drinking in the school buildings is not permitted, unless permission is granted by a teacher.
- No ball games may be played in school buildings or in close proximity of any buildings, or where cars are parked.
- Scholars are permitted to drive motor vehicles on the school premises when they have a valid driver's license.
- The riding of motorbikes and/or quad bikes is not permitted on the school premises.
- Accidental breakages must be reported to the office immediately.
- Musical instruments and/or sport kit belonging to the school may not be played or used by any scholars without permission from a relevant staff member.

### **Tuck-shop:**

- Orderly queuing at the Tuck-shop facilitates efficient service. No 'pushing in' or begging is permitted.

### **Swimming Pool:**

- This is a potentially dangerous area, and no scholars may get into the pool for any reason whatsoever, unless a staff member or swimming coach is present.

### **Rules Specific to Day Scholars**

- Day scholars are not allowed in the Boarding Establishment dormitories at any time.
- Day scholars, who are staying at school later than 16:00, may **NOT** wait to be collected at the school. They must wait in the BE dining room to be collected. Scholars must be announced to the BE House Parent(s) or teacher on duty.

- Day scholars are not permitted visitors on the school property at any time.
- While waiting in the afternoons scholars are to stand up and greet. They may not use their cellphones while waiting, unless they need to make an urgent call in which case it should be done discreetly, and a staff member needs to give permission. They may not continually text on their phones.

## **Uniform and Appearance**

### **General Appearance:**

When some deviation from prescribed uniform or appearance is unavoidable (e.g., shoes being mended, orthotics/sports shoes worn) the scholar must carry an explanatory note from his/her parent(s) at all times. The onus is upon the scholar to communicate with his/her class teacher and get his/her note signed.

The wearing of dirty or worn-out clothing (e.g., broken zips, missing buttons, etc.) is not acceptable. No visible underwear is allowed (this applies to both genders). Girls may only wear foundation garments that do not show through white shirts. Skirts must be no shorter than 10 cm above the knee. Only scrolls and badges issued by the College, Provincial Unions, etc. may be worn.

### **Headgear:**

Scholars may wear only the official Wembley College hat or cap associated with the uniform they are wearing. Headgear of any other sort may not be worn.

### **Scarves:**

Only official Wembley College and white 1<sup>st</sup> team scarves (**high school team members only**) may be worn with Wembley College formal uniform.

### **Class Outings:**

Scholars must wear appropriate school uniform on all class outings. Formal uniform must be worn for all outings of a non-physical nature. Casual uniform may be worn if the scholars are expected to do physical activities.

### **Jewellery:**

- One pair of gold or silver studs, or sleepers is allowed in pierced ear lobes. Medic-alert and identity bracelets may be worn.
- Only one narrow gold or silver chain may be worn inside shirts (such chains must be long enough to not be visible at the neck when sport kit or school uniform is worn and may only be worn for medical or religious reasons).
- Apart from the aforementioned items, no jewellery of any description is allowed – i.e., no bracelets, rings, etc.
- Nose rings are not allowed, including transparent nose rings.

### **Chewing Gum:**

The chewing of gum is prohibited.



## Hair

All scholars must keep a generally **neat appearance** with regard to the presentation of their hair. Hair must be natural in colour.

Although difference in hair length is permitted, extremely obvious, blunt cut 'steps' are not permissible. Long fringes are only permitted provided that they are neatly trained backwards and at no point may they obscure the eyes. Fringes that are too short to be trained backwards, may not reach below the eyebrows. At no point may hair be spiked, permed or formed into an unruly style. Styling aids, particularly gel, may be used, as long as they are applied in a tidy fashion.

Boys must adhere to the following rules:

- Hair may not protrude over the collar.
- Hair may not cover the ear.
- Hair may not be short shaved (no shorter than 1 centimetre in length above the ears; or 3 centimetres on top of the head)
- No beards and/or moustaches are allowed.

Girls must adhere to the following rules:

- All hair has to be brushed, neatly tied back if long enough, and kept out of the face.
- Long hair should be tied back neatly and secured with white, black, royal or navy blue hair ties, bands or ribbons.
- 'Relaxer', hairspray and other products may be used to keep hair tidy, or otherwise clips, Bobby pins etc.
- Hair extensions are permitted; however, they may not be too long or thick. If in doubt, check with the Head of Discipline, Deputy Head or Executive Head first.

## **Fingernails and Hands**

- Fingernails and toenails must be properly trimmed and may not be coloured in any way.
- Clear nail varnish may be worn in high school.
- No artificial nails may be worn. Allowances may be made for the Black and White Ball **(Form 6 only)**.
- Henna designs on the hands are not allowed. Scholars who are participating in cultural celebrations where Henna is essential must apply in writing to the Headmaster for permission to wear these designs.

## **Civvies Days**

- Dress for Civvies Day must be appropriate for participation in school activities.
- No strapless tops or tops with thin straps are allowed. No bare midriffs.
- No pyjamas, "onesies" or slippers may be worn.
- Inappropriately short shorts or skirts may not be worn.
- No bare feet are allowed.
- Hairstyles must be appropriate for school activities. Tidy buns may be worn on Civvies Day.
- No "ripped" revealing jeans or leggings may be worn.

## Academic and Classroom Matters

The school expects scholars to take pride in their work and do their best. Every scholar should strive to perform to the best of his/her academic ability and this should be reflected in his/her classroom behaviour and attitudes. All academic tasks (class preparation, homework, projects, etc.) must be properly completed by the due date. Scholars must be punctual at all times.

### Classroom Rules

- The classrooms are out of bounds before and after College and during breaks, unless official school activities have been organised and approved by a member of staff.
- Scholars are to line up alongside the classroom wall before they enter.
- The classrooms are not the place for social gatherings and horseplay.
- Excessive noise will not be tolerated. Be courteous to the other people.
- No eating or drinking in the classrooms without the permission of the relevant teacher.
- No downloading of applications, music and/or movie files from the internet will be allowed.
- Chairs from the classroom may not be removed without the permission of the relevant teacher.

### Late Work (High School Only)

- If a deadline is not met, a time should be arranged with the relevant teacher for the task to be completed.
- The late submission of work, such as essays, projects, assignments, etc. can incur a penalty of 5% per day. Should there be extenuating circumstances (e.g. illness), these need to be explained in writing and backed by the necessary documentation, (e.g. doctor's certificate). Where excuses for the late submission of work are deemed valid, they will be accepted.
- This penalty system is an effort to prevent tardy scholars who have additional preparation time from gaining an unfair advantage over more diligent scholars who ensure they meet deadlines. We also hope to encourage thorough planning and improved time management. A scholar may also be disciplined in some other way (such as community service) for any inconvenience caused or a lack of co-operation.

### Plagiarism

- Wembley College, like many other institutions, is concerned with the seeming increase in incidents of plagiarism, **particularly with widespread (mis)use of the internet for research. It is very important that scholars, teachers and parents are aware of the variety of ways in which plagiarism can be committed and the severity of the offence.**
- Wembley College believes that it is vital to ensure that scholars leave school equipped with the values which would discourage dishonest behaviour, and the skills necessary to complete tasks without resorting to plagiarism.
- Scholars are given a great deal of information about and guidelines to avoid plagiarism, and it is each scholar's responsibility to apply this knowledge to ensure the authenticity of their work.
- A first offence would be dealt with severely, depending on the circumstances, and a second offence would result in a disciplinary hearing, which could possibly lead to expulsion.

## **Examination, Tests and Homework**

- Scholars may not use unauthorised notes or other aids, including cellphones, smart watches or any other programmable devices, in tests or examinations.
- During examinations, all necessary stationery must be contained in a small, clear plastic sleeve.
- Scholars may not aid other scholars during tests or examinations, nor may scholars copy tests or homework, etc.
- A first offence would be dealt with severely, depending on the circumstances, and a second offence would result in a disciplinary hearing, which could possibly lead to expulsion.

### **Offensive and Foul Language:**

Swearing and offensive language will be viewed in a serious light.

### **Dishonesty:**

Although the degree and circumstances will be taken into account, dishonesty is considered a serious offence.

## **CATEGORY 2 – SERIOUS OFFENCES**

### **Truancy:**

Unauthorised absence for a whole day or for specific lessons will not be tolerated.

### **Cheating:**

Any form of cheating in tests or examinations is unacceptable. A scholar caught cheating will receive '0' for the test/examination and the disciplinary action associated with a category 2 offence will be undertaken. Scholars found guilty of plagiarism will be treated in the same way.

## CATEGORY 3 – MAJOR OFFENCES

### **Offences related to alcohol, tobacco and vaping:**

Scholars are not allowed to smoke, vape or drink liquor in school uniform, on the College campus or at school events. Scholars found in possession of cigarettes, e-cigarettes/vaping devices or alcohol, or to be found in the company of scholars who are smoking, vaping or drinking, will face disciplinary action.

### **Offences related to drugs/banned substances:**

Scholars may not be in possession of, use, or distribute any form of drug or banned substance. Moreover, scholars may not knowingly be in the company of any such scholar. Please see Drugs Policy on pg. 37 of this document.

### **Use/Abuse of Internet and Cellular Phones:**

The abuse of the internet and cellular phones will be viewed in a very serious light. Please refer to the Policy for Acceptable Use of Electronic Devices on p. 33 as well as the Social Media Policy on p. 43 of this document.

### **Vandalism:**

Wilful destruction of property or tampering with equipment will be viewed in a most serious light. Graffiti is unacceptable.

### **Offensive Material:**

Possession of, or distribution of pornographic material or any other offensive material such as racist or sexist material is unacceptable.

### **Weapons:**

Firearms, airguns, pen/flick knives or any such weapon or tool may not be brought to school by a scholar under any circumstances. To be found in the possession of a potentially dangerous or lethal weapon will be viewed in a serious light.

### **Theft:**

Each member of the school has a role to play in minimising the risk of theft:

- Avoid bringing valuable items or large sums of money to the College.
- Ensure all personal property is clearly marked.
- Do not leave your school bags or kit bags unattended, especially in the afternoons.
- Report thievery to a staff member or an ambassador.

Interference with another scholar's personal property is not allowed. Scholars may not 'borrow' items without the owner's permission, including items such as books, pens, calculators or clothes, even as a 'joke'. Theft is a major offence.

Scholars may not bring multimedia or recording devices, except their laptops, to school. Cell phones may only be used with a teacher's consent. At any other time, cell phones must be switched off and out of sight. Please refer to separate policy in this regard on pg. 33 of this document.

## **Bullying:**

Bullying of any form will not be tolerated.

The school community will not tolerate unkind remarks or actions, even when these are not intended to hurt. To stand by when someone else is being bullied is to support bullying. Scholars should support each other by reporting all instances of bullying to a member of staff or an ambassador. This is not a matter of 'snitching' on your friends – remember one should be protecting the victim, not the perpetrator.

Verbal harassment is defined as threats, gestures or verbal attacks on persons including attacks directed at one's racial, ethnic or religious background, physical or mental ability, gender, sexuality or appearance, as well as any form of teasing.

Physical harassment is defined as any conduct which threatens or harms a person physically or conduct which causes extreme physical distress.

## **Social Media**

Please note that if any other school offences mentioned in the code of conduct appear on any social media platforms, they will also be seen as a serious offence. Please refer to the Policy for Acceptable Use of Electronic Devices on p. 33 as well as the Social Media Policy on p. 43 of this document.

# DISCIPLINARY PROCEDURE

The Wembley College disciplinary procedures are based on the following principles:

- 1) Each scholar knows the principles underlying a rule and the possible consequences of breaking it
- 2) Positive behaviour will be recognised and rewarded accordingly
- 3) The penalty aims to correct the scholar's behaviour
- 4) Disciplinary action is administered in a fair, consistent and just manner
- 5) The values of the Wembley College family are upheld

The procedures detailed below are clear guidelines on actions that may be taken. Nevertheless, the Executive Head and Heads of School retain the right to treat each case on its merits.

It is the responsibility of all members of staff, ambassadors and scholars to respond to breaches of the Code of Conduct.

## **Category 1 – Minor Offences: (see pg. 21)**

These offences are dealt with by the Head(s) of Discipline, members of staff and ambassadors.

Disciplinary measures can include:

- The setting of extra work
- Repetition of sections of work
- Assisting teachers in maintaining the neatness of classrooms and/or other school buildings
- Community service
- Letters of apology
- Verbal warnings
- Communication/Interview with parent(s)
- Recording of events on the scholar's file (Incident Report Form)

Repetition of Category 1 offences will be considered a Category 2 offence.

**Category 2 – Serious Offences (see pg. 27):**

These offences are dealt with by the Executive Head, Deputy Head, relevant Head(s) of School and the Head(s) of Discipline.

Disciplinary measures can include Category 1 measures plus:

- Letter of warning
- Referral for counselling
- Possible suspension from class/extramural activities/College

Repetition of Category 2 offenses will be considered a Category 3 offence.

**Category 3 – Major Offences (see pg. 28):**

These offences are dealt with by the Disciplinary Committee comprised of the Executive Head, Deputy Head, relevant Head(s) of School, Head(s) of Discipline and a staff member or member of the Board of Directors.

The Head of School is responsible for the initial investigation and then refers the matter to the Disciplinary Committee.

Disciplinary measures can include Category 2 measures plus:

- Letter of final warning
- Removal of awards/status/honours conferred by the College
- Immediate internal or external suspension from the College
- Implementation of due process for transfer/expulsion/referral to a correctional institution
- Contacting the South African Police Service

## CODE OF CONDUCT: PARENTS AND SUPPORTERS

The playing of school sport is primarily of an educational nature. The aim of school sport is to encourage participation and engender in players the highest standards of sportsmanship, self-discipline and self-control. Parents and supporters need to support these ideals in the way in which they behave on the side lines.

Thus, at matches we would like you to:

- Support your child positively.
- Help your child to recognise good performance, not only results.
- Encourage your child to learn the rules and play within them.
- Discourage unfair play.
- Respect the match officials and do not argue with them.
- Respect that the match official's decision is final. No digital aids will be accepted to change decisions.
- Refrain from directing negative comments at match officials, players or opposition supporters.
- Be supportive of all players on the team.
- Refrain from criticising the opposing team.
- Encourage your child to be a team player.
- Give positive feedback.
- Respect the role of the coach and refrain from coaching your child during games.
- Use appropriate and acceptable language at all times.
- Position yourselves clear of the side lines and refrain from standing or sitting behind the goals.
- Stay out of the technical table area at the astro.
- Not to interfere with the coach's team selection for any game.
- Direct your dissatisfaction with an opposing school to the Sport Department and not directly to the opposing school. The Sport Department will take the matter further. Your complaints should be noted in writing the day after a weekday match or the Monday after weekend sport.

Note that you are subject to the regulations imposed by Wembley College when supporting matches.

Parents and supporters who do not adhere to this code of conduct may be asked to leave the premises. Repeating offenders may be banned from future fixtures.

We respectfully request that all spectators and supporters ensure that this Code of Conduct is adhered to so as to make sport at Wembley College enjoyable for all.



<b>Policy for Acceptable Use of Electronic Devices</b>	REVISION NO.	REVISION DATE
	1	November 2016
	2	February 2017
	3	November 2017

## **1. INTRODUCTION**

Wembley College has no objection to scholars being in possession of electronic devices including without limitation, cell phones, MP3 players, iPods, laptops, iPads, tablets and portable digital assistants. The school does, however, object to the *public* or *personal* use of these devices which may interfere with learning.

This policy shall apply to scholars in the normal course of their school activities, as well as school tours, outings, exchanges etc.

## **2. PURPOSE**

The purpose of this policy is to govern the use of electronic devices at Wembley College and to ensure that necessary disciplinary action relating to their misuse is fairly administered.

## **3. POLICY STATEMENTS**

### **3.1 Security**

- 3.1.1** Scholars who bring any electronic devices to school or to any school activity are solely responsible for the security of the devices.
- 3.1.2** Neither Wembley College nor members of the Wembley College staff shall be responsible for the security of portable electronic devices brought onto the school property or to any school activity.
- 3.1.3** If electronic devices are given to members of staff to retain on behalf of scholars, for whatever reason, neither the school nor the staff member concerned accept any liability for the possible loss or damage of the communication device, the risk of which at all times rests with the scholar.

### **3.2 Prohibitions on Use**

- 3.2.1** Scholars will switch off, (and in the case of cell phones, not merely set to silent), any electronic device, save for calculators where appropriate, during any learning or other school activities, unless the teacher in charge specifically requires the device to be switched on for academic purposes.
- 3.2.2** No cell phones may be used at school until after the close of the school day without explicit permission given by a teacher. Cell phones must be switched off at all times during the school day.
- 3.2.3** Scholars are discouraged from bringing cell phones to school. Those that do must keep them out of sight. Cell phones may not be used before or during school, only after the close of the school day once scholars are no longer on the school grounds.

#### 4. DISCIPLINARY ACTION

- 4.1.1 If a communication device is found to be switched on during a school activity, without prior express consent, a staff member shall be entitled to confiscate the communication device for a period of two months. If the two-month period expires during a holiday, the cell phone will be returned after the holiday, except at the end of the year.
- 4.1.2 Other electronic devices transgressions will be dealt with in terms of the Disciplinary Code of Wembley College.
- 4.1.3 In the case of repeated misconduct or severe misconduct or pending disciplinary action against the scholar, the device will be retained until the disciplinary is concluded.
- 4.2 If an electronic device, save for a calculator where appropriate, is found on the person of a scholar while he/she is completing a test or examination, a presumption of cheating will arise, and a staff member shall be entitled to confiscate the communication device pending disciplinary action against the scholar having been concluded.

#### 5. USE OF SCHOOL COMPUTERS AND THE COMPUTER CENTRE

- 5.1 Project and Research work will take priority over email and educational game playing at all times.
- 5.2 Use of computers during lesson time must be authorised by a teacher.
- 5.3 Under NO circumstances may a scholar use another scholar's password or masquerade as another scholar.
- 5.4 Classroom computers are only to be used with the permission of the relevant teacher.
- 5.5 Drinking and eating in the Computer Centre are not allowed.

#### 6. USE OF THE INTERNET

- 6.1 The School strives to create a responsible, educated attitude towards Internet usage. The onus is on the scholar to use the Internet in a manner that is of benefit to the entire student body and complies with the laws of copyright. Scholars need to be ethical, even when anonymous, and share only appropriate information via the Internet as set out below and in accordance with the school's Code of Conduct. **The use of email and the Internet is a privilege, not a right.**
- 6.2 The visiting of any sites that contain offensive material, contrary to Wembley College ethos and school values, is prohibited.
- 6.3 No chat rooms of any description are to be accessed.
- 6.4 Scholars may not access any website on which personal details, comments and photographs etc. are (e.g., weblog sites)
- 6.5 No music files, games or videos (this includes MP3 files) may be downloaded onto the school drives.
- 6.6 No software programs / screen savers or backgrounds may be downloaded from the Internet.
- 6.7 Cell phone subscription websites may not be accessed (e.g., Exactmobile, Whatsapp etc.).
- 6.8 Any attempt to load or download unauthorised software onto a school computer, personal electronic device or network is prohibited.

## **7. USE OF EMAIL**

- 7.1** E-mail should be checked regularly and deleted frequently.
- 7.2** No forwarding of ANY mail to multiple addresses (whether sent internally or externally) is permitted.
- 7.3** No spam / junk mail or chain letters are allowed (whether sent internally or externally)
- 7.4** Writing e-mails of an offensive nature will not be tolerated.
- 7.5** Scholars may access their emails between the end of the school day and 16:30 provided they have fulfilled the requirements of Computer Room usage as set out above.

## **8. PORTABLE ELECTRONIC DEVICES**

- 8.1** The scholar is responsible for the proper care of her electronic device, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
- 8.2** The use of the device must not impose any tangible costs to the school.
- 8.3** The use of the device must not unduly burden the school's computers or network resources.
- 8.4** Any devices connected to Wembley College network must have anti-virus software installed and running. It is the scholar's responsibility to update the anti-virus software.
- 8.5** Scholars may use the device for legal recreational purposes on the weekend.
- 8.6** Devices must be switched off and handed in at 'lights-out time' as stipulated in the Boarders' Procedures.
- 8.7** Wembley College will not be held liable for personal content housed on the device. Any software residing on the device must not interfere with the normal operation of school-owned resources and must be properly licensed.
- 8.8** The school reserves the right to confiscate and/or inspect the device of any scholar if there is reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.
- 8.9** Violations may result in the loss of the privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.

## **9. CYBER-BULLYING**

- 9.1** Cyber-bullying is the use of modern communication technologies such as email, instant messaging, chat rooms, social networking, cell phones or other forms of information technology to harass, threaten, embarrass or intimidate someone.
- 9.2** Cyber-bullying, as well as masquerading as other people, will not be tolerated at Wembley College. The misuse of either the Wembley College network or any other Internet source on or off the Campus, for the aforementioned purpose will be dealt with in accordance with our Disciplinary Code.

**10. DICIPLINARY ACTION**

**10.1** Wembley College reserves the right to monitor, intercept, scrutinize, view or read e-mails, internet activity or files stored in scholar's respective accounts. This is in accordance with the Regulation of Interception of Communication Act of 2002.

**10.2** Breaking of any of the rules will result in a scholar's account being automatically suspended. Further disciplinary action will be taken in accordance with the school's Disciplinary Code if necessary.

**11. ENFORCEMENT OF POLICY**

**11.1** This policy shall have the force of a contractual agreement between Wembley College and the scholar, duly assisted by his/her parent/guardian.

**11.2** This policy shall be subject to the enforcement and disciplinary provisions more fully detailed in the Wembley College Disciplinary Code of Conduct Policy.

*Acknowledgement: it is acknowledged that content used in this document is derived from The Wykeham Collegiate Policy for Acceptable Use of Electronic Devices, with amendments made by Wembley Management and the members of the Wembley Board of Directors.*

## DRUGS POLICY

### 1. GUIDING PRINCIPLES

Wembley College acknowledges the sad reality that our scholars are the potential targets of highly sophisticated international and local drug syndicates, and that the availability of drugs is of real concern to all involved in the lives of young people. In the society in which our scholars live, drug dealers seek out our scholars rather than the reverse and we need to equip them with the knowledge and the ability to reject drugs whenever they are on offer and to act against drug usage wherever they encounter it.

While we might not be able to control the drug supply, we should aim to control the demand for drugs. In this we should start with our scholars, and we should adopt a strategy that includes drug awareness, counselling, zero-tolerance for drugs at Wembley and preventative drug testing.

#### 1.1 DRUG AWARENESS AND COUNSELLING

**Drug Awareness:** it is our duty to ensure that scholars, staff and parents are aware of the dangers of drug abuse and to create a social ethos where drug-taking is viewed as unacceptable. This should always be age appropriate, should take place within the formal curriculum of the College as well as outside of it and should be seen as an on-going process.

**Counselling:** our scholars need to be aware of the opportunities for counselling and rehabilitation that are available to them. Where a scholar wishes to seek help, they are encouraged to speak to the College for a Counsellor, his/her mentor or class teacher or any other responsible adult on the staff with whom he feels secure. In this he/she needs to be assured of confidentiality.

**Zero tolerance for drugs at Wembley:** possession, use and/or sale of drugs whether on the Wembley campus or off it, are serious offences and will always lead to a formal disciplinary hearing and possible expulsion from the College.

**Preventative drug testing.** The College views preventative drug testing as a powerful weapon in a scholar's armoury to say 'No!' to drugs.

#### 1.2 THE WEMBLEY APPROACH TO PREVENTATIVE DRUG TESTING

- 1.2.1. Drug-testing is not specifically aimed at catching individual users and is not aimed at punitive measures.
- 1.2.2. We need to have early warning systems in place to assist in combating the drug scourge.
- 1.2.3. The issue of respect for the process with regard to our scholars is paramount.
- 1.2.4. The aim of preventative drug testing is to create a social ethos where drug-taking is seen as unacceptable.
- 1.2.5. We acknowledge the right of parents to instil values in their children and we assert the College's responsibility to create a social ethos in keeping with its chosen standards and values.
- 1.2.6. Drug-testing of scholars is not against any law, provided that we have written parental consent and the consent of the scholar involved. The College does, however, have a duty to do everything reasonably possible to assist our scholars to uphold the law: drug usage is a criminal offence. An adverse inference will be drawn from a scholar's refusal to undergo a drug test.

### **1.3 TESTING WILL BE BOTH RANDOM AND SPECIFIC**

- 1.3.1. For random testing, scholars will be selected on a statistically random basis. The process must be such that it manifestly demonstrates a process free of any discrimination. This testing will be confined to scholars from Grade 7 to Grade 12. The cost of initial random testing will be to the account of the College. The costs of any further testing will be for the parents' account.
- 1.3.2. Where it is considered, as a result of unusual behaviour, poor work ethic or other possible indications of drug abuse, that it would be in a scholar's interests to be tested, he will be selected for specific testing. The parents will be informed and their permission and that of the scholar will be sought. Arrangements may also be made to have the scholar tested outside the College. Parents may elect to have the specific testing done outside the College. The cost of initial specific testing will be borne by the parents of the scholar concerned and the cost of any further testing will be borne by the scholar's parents.
- 1.3.3. Should a scholar refuse to take a test, whether random or specific, the College will draw an adverse inference. The College reserves the right to proceed as if the scholar had tested positive in the test.

### **1.4 THE USE OF SNIFFER DOGS AND OTHER AGENCIES**

- 1.4.1. The College will make use of sniffer dogs and outside agencies in the effort to ensure that the campus is a drug-free zone. It is emphasized that these agencies are not used to target individuals and will be used as discreetly as possible.
- 1.4.2. The whole College community – scholars, staff and parents – should be party to the College's anti-drugs initiative. They must be fully educated as to the drug situation in our society and be aware of the rationale behind the College's drug policy.
- 1.4.3. Pre-counselling should be available, and it is important that the testing should not be seen or experienced by the scholars involved as demeaning or threatening in any way.
- 1.4.4. The results of the testing will be given to the Executive Headmaster who will convey these results, in confidence, to the parent(s) of the scholar.

### **1.5 SEARCHES**

- 1.5.1. Where there is reasonable suspicion that drugs are being kept on the campus, searches may be conducted. Reasonable suspicion may occur as a result of confidential information being given to College authorities (whistleblowing), the scent of drugs and/or confidential reports from within or without the College community.
- 1.5.2. The Executive head or the Deputy will supervise these searches but may use an outside agency to assist in these.

### **1.6 LAW ENFORCEMENT**

- 1.6.1. The College will use the South African Police Service in investigations wherever it deems this to be necessary.

## **1.7 AT WEMBLEY, THE FOLLOWING PROCEDURES WILL BE FOLLOWED:**

- 1.7.1. The random selection of scholars for testing will be done through a computer programme that operates in conjunction with the College database and the respective Heads of School.
- 1.7.2. If a parent or scholar has refused consent, the scholar concerned will not be tested. A replacement scholar may be called.
- 1.7.3. A refusal to take a test for whatever reason will result in an adverse inference being drawn and the school reserves the right to proceed as if the scholar had tested positive in the test.
- 1.7.4. In the event of the absence of a scholar who has been randomly selected, a replacement scholar may be called. Absentees will be tested with the next sample at the next testing occasion.
- 1.7.5. Selected scholars will be advised and directed to the sick room for testing by an independent tester.
- 1.7.6. All procedures necessary will be implemented to avoid any possible contamination of samples taken from the scholars who present themselves for testing.
- 1.7.7. The samples will be tested by a paramedic in the presence of the Executive head or his/ her designate. Strict confidentiality will be observed.
- 1.7.8. All results, whether positive or negative, will be conveyed to the scholar and his parents by the Executive head or his/her designate.
- 1.7.9. **If a scholar returns a positive test, no disciplinary action will be taken at this point.** It is vital that both the scholar and his parents understand that the rationale behind the drug testing is to protect the interests of the scholar. Empathy and understanding will be shown, and advice and support will be given.
- 1.7.10. The parents will be required to arrange counselling for their child and advice in this regard will be offered by the school. SANCA or a Counsellor recommended by the school will be closely involved in this process and the scholar will then be required to undergo a follow-up test. The timing of this test will depend on the substance involved. The cost of the counselling and the follow-up test will be borne by the scholar's parents. If the scholar tests positive a second time, or if the scholar is uncooperative and/or progress in rehabilitation is not being made, he will become subject to the disciplinary procedures of the school, which could result in expulsion from the school.
- 1.7.11. Records of all drug testing results will be kept, in confidence, by the Head of High School. He will not make any public disclosure of the test results.
- 1.7.12. Testing for anabolic androgenic steroids (performance enhancing drugs or 'steroids') will take place in accordance with the Sharksmart programme, to which Wembley and many other schools subscribe. The details of this appear as Addendum 1 to this policy and minor amendments have been made in keeping with Wembley Drug Policy.

## **1.8 DEALING IN DRUGS**

- 1.8.1. This is defined as the trade in drugs for any form of compensation and/or the distribution of drugs beyond personal use.
- 1.8.2. Any scholar who deals in drugs, whether on Wembley premises or off it, will face formal disciplinary procedures without warning, which may include the involvement of the South African Police Service and possible expulsion.

## **2. IN CONCLUSION**

Scholars need to see the drug-testing as a constructive measure which has been implemented in order to help them to say 'No!' to drugs, and to provide them with a safe environment in which the activities of the school can continue without impediment.

## **ADDENDUM 1**

### **DISCOVERY SHARKSMART COLLEGES OF EXCELLENCE PROPOSED STEROID TESTING POLICY**

#### **Reasons for the policy**

The desire to achieve an enhanced body image, to succeed on the sports field, or to play for the school first or provincial team are strong and often over-riding motivators and influences in the lives of adolescents. These influences can cause children to risk their short and long-term health by using banned performance-enhancing substances as a shortcut to meeting these goals.

Moreover, the unscripted use of scheduled drugs is a criminal offence, is cheating and is a violation of the honesty and integrity of fair participation. Wembley is committed to act against this behaviour by introducing an anabolic androgenic steroid (performance enhancing drugs or 'steroids') testing programme and to educate our scholars on the health and moral dangers of taking anabolic steroids. The Heads of other schools have also agreed to work together in eradicating this behaviour by introducing testing in their schools.

#### **Reasons for testing**

- Using steroids (performance enhancing drugs) can cause serious, adverse health effects.
- Using steroids and other performance-enhancing drugs can give an unfair advantage over the competition and is considered cheating.
- Testing for steroids can help deter their use among Wembley College scholars.
- Steroids are drugs that should only be used to treat medical conditions. Possession, use or dealing of most steroids without a prescription is illegal.

Wembley recognises that it will take a community-wide effort by parents, coaches, scholars, teachers and physicians to deal with this growing challenge. Steroid testing is one tool that can assist in discouraging scholars from taking steroids.

#### **Definition of Steroids**

Anabolic steroids, officially known as anabolic-androgenic steroids (AAS) or colloquially simply as 'steroids', are drugs which mimic the effects of the male sex hormones testosterone and dihydrotestosterone. They increase protein synthesis within cells, which results in the build-up of cellular tissue (anabolism), especially in muscles. Anabolic steroids also have androgenic and virilising properties, including the development and maintenance of masculine characteristics ([www.wada-ama.org](http://www.wada-ama.org))

#### **The Policy definition**

It shall be considered a violation of the sportsmanship code of conduct for any scholar to possess, ingest or otherwise use any substance on the list of banned substances as indicated by the South African Institute for Drug Free Sport (SAIDS), without written prescription by a fully licensed physician as recognized by the South African Medical Association, to treat a medical condition.



**In short, use of performance-enhancing drugs by scholars at Wembley is considered to be cheating and will be penalized and could result in the scholar not being allowed to represent the College or the scholar being expelled from the school.**

### **Consent form**

Wembley already has an existing illegal drug testing policy and all scholars' parents or guardians at Wembley consent in writing, to the drug testing policy administered at Wembley. Testing for illegal performance-enhancing substances forms part of this testing programme. Failure to sign the consent form renders the scholar ineligible to participate in any sports programme whether it be at an inter house or inter schools level until the form is signed.

### **The testing programme**

Any scholar can be tested. The school will carry the cost of the initial test but in cases of positive results the costs of the follow up tests will be for the parents' account.

- Testing can be conducted at any time of the year, pre-season, during a particular season or after.
- Testing will not be restricted to any one particular sport.
- The programme will be administered in two ways:
- **Internal testing** by the College through Drug Detection International (DDI). Violations here, as a result of a positive test, will be penalized in accordance with the College policy and will not be reported to the S.A. Institute of Drug Free Sport (SAIDS)
- **External testing** through SAIDS and mostly for interschool matches. Violations here will be dealt with at National sporting level and bans of up to four years are possible. These tests will be conducted when playing in tournaments, festivals and interschool matches and not necessarily only at First Team level.
- Urine tests will be used.
- The substances tested for will include any substances that are banned by the South African Institute for Drug Free Sport (SAIDS) that falls under the banner of the World Anti-Doping Agency (WADA). Using any substance belonging to a banned class violates the rules of sportsmanship, can be detrimental to the scholar's health and is considered cheating.
- Nutritional and dietary supplements are not on the banned substances list, but all scholars must be aware that many supplements contain banned substances owing to the unregulated nature of the supplement industry. Impure supplements may lead to positive test results because the purity and safety of nutritional dietary supplements cannot be guaranteed.  
The use of supplements is at the scholar's own risk. Scholars are required to disclose in writing to their coaches, the nature of the supplements that they are using.

## **Consequences for violating the steroid policy**

Any person who tests positive in a test, or any person who refuses to provide a testing sample, or any person who reports his own violation, through the programme at Wembley will:

1. Be informed, along with his parents, according to the same process as per the substance abuse policy, of the consequences in regard to the violation. This will be fully documented.
2. Be immediately suspended from the College sporting programme until proven steroid free. This suspension applies to him attending any local provincial representative sports trials as well and may include a further suspension for the duration of the season or the year.
3. The individual will need to continue serving the seasonal sports chosen in whatever capacity required such as acting as a linesman, scoring or working on table duty.
4. Any such person will also forfeit any individual honour earned while in violation. This means that colours awarded, during the seasons prior to the test being positive may be removed.
5. Scholars who test positive and do not play representative sport will be required to attend counselling as per the Wembley Drug Policy (see above). Any person who tests positive, refuses to provide a test sample, or who reports his own violation will only resume eligibility for participation in sport after he has undergone counselling and produces a negative test result from the same testing organization DDI. This will be at the parents' expense.
6. Should a scholar test positive on a second occasion, then the College's disciplinary process will be brought into play with a disciplinary hearing likely and possible expulsion from the College.

Any scholar caught dealing in steroids will be considered as contravening the South African Schools Act section 8A (1) and will be liable to appear before a disciplinary hearing and could be expelled from Wembley.

### 1. Introduction and Purpose

Wembley College (“the school”) recognises that social media is a very valuable tool for both communication and education. We want all learners and their parents/guardians to gain every benefit from the opportunities it offers. However, if not used responsibly, social media poses certain risks. The school has a duty to protect itself, and other individuals associated with the school, against these risks. This policy has thus been created to encourage the use of social media, whilst at the same time reducing the risks to your child, individuals associated with the school and the school’s reputation.

At the school, we foster an open and expressive environment, and respect every individual’s right to freedom of speech. However, as an educational institution, we feel we must remind all learners and parents of their obligations as citizens of South Africa, to ensure that all communications on social media are lawful, do not cause harm and do not infringe on other peoples’ rights (e.g., their rights to reputation, dignity and privacy). Sometimes this may mean that your right to freedom of speech is limited. This is not a limit imposed by the school, but by South Africa’s Constitution.

This policy applies to all parents/guardians of learners at the school and to social media used in both a personal capacity as well as in relation to/association with the school.

### 2. Definition of Social Media

For purposes of this policy, “social media” means any facility that enables conversation over the internet including blogs, forums, platforms such as Facebook, Google, Instagram, Snapchat, Twitter, Live.ly, Music.ly, WhatsApp, YouTube, Gaming platforms (including games on X-box and PlayStation etc.) and any other forms of communication now and in the future classified or generally regarded as social media.

### 3. Important Principles

There following are important principles that learners and their parents/guardians must keep in mind when using social media:

- 3.1. **Most individuals, whether pupils or parents can be linked with the school, even if they do not list Wembley College as their school or the school their child attends.** This is due to assumptions that can be made from viewing an individual’s social media platforms (e.g., most of their friends attend the school, so it is likely that the individual in question attends the school) or assumptions that can be made from viewing content regarding the individual on another social media platform (e.g. being “tagged” in a school photograph by a friend or by the school). **This means that these social media guidelines and other applicable policies, apply 24 hours a day, 7 days a week (including school holidays), as all individuals associated with the school act as representatives of the school at all times.**

- 3.2. **“Digital content is dangerous content”** – as soon as content exists in a digital format (i.e., as a photo, or typed note), it is at risk of being distributed and seen by many other people. Even if content is not posted online, phones are stolen every day, images are backed up to the Cloud (which may get hacked) and screenshots can be taken. As a result of this, all digital content is vulnerable, and content that is sent to someone else, or posted, is especially vulnerable, and is essentially out of the creator’s control.
- 3.3. **Content on social media is “published” content** – as soon as one other person has seen your content on social media (and WhatsApp is a form of social media), in the eyes of the law, that content is regarded as “published” content. This means that you are responsible for it, as is the journalist who puts the headline on the front page of the newspaper.
- 3.4. **It is a permanent record** – everything you put online is there to stay. Even if the content is deleted shortly after it is posted online, screenshots facilitate widespread distribution of content that is beyond your own control.
- 3.5. **You are never anonymous online** – even if you use social media under a pseudonym, it is easy to trace the identity and location of an account holder using an IP address.
- 3.6. **It is not private** – there really is no such thing as “private” on social media. Be very careful with posting any personal information that you would not want the public to see. Be particularly mindful of sharing information such as full dates of birth and current locations.
- 3.7. **Chain of publication** – remember that even if you did not create the content, in terms of the law, you are responsible for any content that you retweet, share, like or are tagged in on social media. Any comments appearing on your posts are also your responsibility, and if you are in a WhatsApp Group all of the content on that group is your responsibility (not just the responsibility of the person who put it there).
- 3.8. **WhatsApp Groups** – any content on a WhatsApp Group is just as much your responsibility as the responsibility of the person who put it on there/created it. In a situation where the content on the group becomes inappropriate in any way, you have two options:
- Leave the group immediately to leave the chain of publication; or
  - Document that you disapprove of the content (for example, by saying in the group “I do not condone this type of content), and that you want to remove your association with it.
- If you fail to take either of the options listed above, you are choosing to remain in the chain of publication and will be considered as responsible and liable, as the person who originally posted it.
- 3.9. **Don’t air your grievances about the school on social media** – if you are unhappy at any time about any matter related to the school, it is your responsibility to pursue the matter through the appropriate channels, which are by personally contacting the Executive Head. Having an issue with the school and taking to social media to vent/air your concerns is not acceptable and is in breach of this policy.

3.10. **Failure to mention the name of the school/ person does not remove liability for content that is damaging to the school/ others.** – You do not have to mention a name in order to have identified someone for the purpose of the offence of defamation or *crimen injuria* (infringement of dignity). Similarly, you do not have to mention the name of the school for the content to be defamatory. If it is possible to “guess” who you are referring to, you are as guilty/liable, as if you had mentioned the name.

**4. Appropriate use of social media**

To optimise the responsible use of social media, parents are required to use social media in adherence with the following appropriate and acceptable practises:

- 4.1. You must abide by all of the terms and conditions for the social media platforms and facilities that you are using.
- 4.2. If you have authority to make claims on behalf of the school, the communication must state and outline the detail of this authority in these communications. However, simply stating authority does not remove any potential liability for these claims.
- 4.3. If you do not have authority to make claims on behalf of the school, you must clearly state that the content is your own opinion and does not represent the opinions of the school or any other individual at the school. However, this disclaimer does not remove any potential liability for these claims.
- 4.4. For any school WhatsApp groups, you must adhere to the WhatsApp guidelines attached to this document as Annexure A.
  - 4.4.1. You must only use the school logo, if you have written permission from the Executive Head and/or Chairman of the Board to do so.
- 4.5. You may not create accounts that appear to belong to the school, without written permission from the Executive Head to do so.

- 4.6. You may **not** create, post, associate yourself with (i.e., by being in the chain of publication for) or send on any content that includes the following:
- Content that may be used for **unlawful purposes**, or that aims to assist with unlawful conduct;
  - Content that includes any threats of violence or harm of any type;
  - Content that amounts to hate speech i.e. speech that discriminates on prohibited grounds such as gender, ethnicity or sexual orientation;
  - Content that is obscene, violent or pornographic;
  - Content containing communications or images which may be defamatory (i.e., say something bad about someone/an organisation) or violate the rights of another party;
  - Content containing offensive, abusive, harassing or harmful communications;
  - Content that is untrue or that is designed to mislead other people;
  - Content that discloses private information about the school, our learners or our staff;
  - Content that is detrimental to the school, or any of its staff, learners or parents; and
  - Content that **infringes the intellectual property rights** of another party.
- 4.7. You may only take pictures, video recordings, voice recordings or other recordings of learners, other parents or staff, if you have permission to do so. If you have previously taken and/or posted a picture, video recording, voice recording or other recording of another individual and they ask that you delete/remove it, you must do so immediately (unless it contains evidence of wrongdoing).
- 4.8. Should you become aware of any incidences of bullying, harassment, sexting or other inappropriate communications concerning or involving any learner or other individual associated with our school, this needs to be reported to a member of staff immediately.
- 4.9. You may not use school social media channels (e.g., school WhatsApp Groups, the schools Facebook page etc.) for advertising of any kind. School social media channels are solely for the purpose of facilitating parent/guardian and parent/guardian-teacher relationships, informing parents and guardians about activities at the school and for communicating any last-minute changes in arrangements for school activities.

Please note that children may be disciplined, and even suspended or expelled from the school based solely on the behavioural transgressions of their parents. This is not unique to our school and is a principle that has been enforced in the South African legal system.

## Annexure “A”

### **Wembley College WhatsApp Guidelines:**

At Wembley College the following guidelines are adhered to:

**1. No “out of hours” use of the groups.**

The “hours” of all school WhatsApp Groups are from 06:00 – 18:00. Communications must only be sent between these times. These groups may only be used outside of these hours for emergencies.

**2. School business only**

These groups are for school-related business only. There must be no unrelated business, current affairs or social issues discussed on these groups. Advertising, political endorsement, memes, jokes, etc. are prohibited on these groups.

- You need to obtain permission to post on the class groups. This can be done by sending your message to your liaison parent who will then get the necessary permission and will then post the message on your class group.

**3. Positive content only**

These groups are not places for the discussion of complaints with the school, teachers, parents or students. If there is an issue that is of concern, it must be raised through the appropriate channels, not on any form of social media. Always be careful with the tone of your messages and remember that context is often not clear online. Emotions can cause offence/confusion so use them wisely.

**4. Only reply to the message if necessary**

If a message does not require a response, please do not respond. The volume of messages on these groups can become overwhelming. You do not need to acknowledge receipt unless specifically requested to do so, e.g., Birthday invitations only reply to the person who invited you, not the whole group.

**5. Cultivate responsibility.**

Please do not routinely use these groups to find out about your/your child’s homework assignments or tests. We want all students to foster a sense of responsibility for their own learning, and to develop organisational skills. Reliance on these groups hinders this essential skill development.

**6. Our staff**

Please remember that our staff are always available to help but do appreciate a break too. Please do not contact them outside school hours, unless absolutely necessary.

If parents fail on three accounts to comply with these rules, they will be removed from the group immediately by the admin person on the group.

**CODE OF CONDUCT  
AGREEMENT**

**I have received, am fully aware of and agree to the contents of the Wembley College Code of Conduct.**

**As parent/guardian, I have advised my child**  
.....

**Of the contents.**

**We hereby subscribe fully and bind ourselves to the Wembley College Code of Conduct.**

**Signature of parent/guardian: .....**

**Date: .....**

**Signature of scholar: .....**

**Date: .....**