



The Bedfordview Remedial, Learning & Therapy Centre
Tel: 011 615 8685 | Cell: 076 899 1498 | Fax: 086 572 21 91 | Email: info@bedfordviewremedial.co.za

BRLTC Code of Conduct

Aims and Objectives

The purpose of this Code of Conduct is to create a Centre environment in which the rights of educators, learners, staff and parents are respected so that effective teaching and learning can take place at all levels. Learners who contravene the Code of Conduct must understand that they face consequences as they have prevented other learners and educators from allowing learning to take place.

1. Behaviour

We expect students to:

- i. Be courteous and well-mannered at all times.
- ii. Greet teachers and visitors.
- iii. Respect teachers, fellow students and the wider community.
- iv. Refrain from the use of foul language.
- v. Not Disrupt centre routine.
- vi. Be punctual at all times.
- vii. Refrain from unruly behaviour and rough play.
- viii. Not to bring the BRLTC Centre into disrepute.



- ix. Not cheat in tests, examinations or other work.
- x. Hand in cell phones at the start of the day.
- xi. No cellular phones are permitted in the classroom.

2. Valuables and Personal Belongings

The Centre will not be held responsible for theft of or damage to personal belongings on Centre premises (e.g. cell phones, bags, books and clothing).

- i. Learners should avoid bringing cell phones, large sums of money and valuables to the Centre. Cell phones may not be switched on during a normal Centre day. If the learner brings a cell phone to the Centre, the learner must carry a written request from the parent, which must provide for an indemnification against loss of or damage to the cell phone. All devices must be handed in at the start of the learning day (07h30) and may collect these devices at end of the day (14h30) respectively. Should this rule not be adhered to, the device will be confiscated for 2 weeks (14 days).
- ii. Learners may not bring computer games, iPods or similar electronic devices to the Centre.

3. Appearance

Personal pride is reflected in the student's behaviour, attitudes, and attire.

- i. Every student from Grade 1 to Grade 12 must dress appropriately and be presentable at all times.
- ii. Boys must be clean-shaven. iii. Students may wear casual clothing.



- iv. Hair must be neat, tidy and appropriately styled. Male students are required to keep their hair cut and maintained.
- v. Hair may be coloured/highlighted. No bright colours are permitted.

4. Victimization

A vital aspect of our philosophy is the principle of mutual respect. Within this framework we will not tolerate any form of:

- i. Verbal abuse.
- ii. Racism. iii. Religious discrimination. iv. Intimidation.
- v. Fighting, assault or bullying

The above may lead to immediate suspension and/or counselling intended to increase the student's awareness of human rights.

5. Truancy

Absence from BRLTC or lessons without valid permission is not tolerated. Should a student fall ill - a doctors' note is required.

6. Vandalism

This includes the defacing or damaging of Centre property and/or private property. Any vandalism will be for the account of the perpetrator.

7. Theft

Theft is a criminal offence any student found to be involved in, or an accomplice to, an act of theft, will be severely disciplined.

Any student who is involved in the act of theft may be asked to leave the premises temporarily or permanently.



8. Pornography

Students accessing or in possession of uncensored pornographic material, including pornographic cartoons whether accessed through the internet or any other manner is unacceptable.

Any student who is involved in the act of possession of uncensored pornographic material may be asked to leave the premises temporarily or permanently.

9. Alcohol and Smoking Tobacco

The BRLTC Centre does not believe that smoking or drinking alcohol are age appropriate student activities.

If a student is found to be in the act of, in possession of, or an accomplice to, smoking or drinking alcohol he/she will be awarded immediate suspension.

10. Drugs

BRLTC will not tolerate any association with drugs.

In the interest of safeguarding all students against possible drug use, random testing for drug use may be conducted.

Any student found to be in possession of drugs, using or being an accomplice to those using drugs, would be immediately dismissed. Prosecution and a possible criminal record may follow.

11. Dangerous Weapons

It is completely against the BRLTC policy for any student to be in possession of a dangerous weapon or toys that can cause bodily injury.

Any student found to be in possession of a dangerous weapon or toy that can cause bodily injury on the Centre property, will be severely dealt with. A possible criminal record may follow.



12. Should A Student Be Suspended Or Dismissed

There will be no refund of tuition fees. The student will assume responsibility for the missed work. After returning to the Centre an offence worthy of a suspension or dismissal will result in instant dismissal of that student and that term's fees will be forfeited.

13. Disciplinary Committee to Resolve Disputes

Certain offences, such as drug abuse, will bypass the suspension process and will result in immediate dismissal.

14. Rules and Regulations

All students are bound by the rules and regulations as laid out by the Discipline Code. BRLTC reserves the right to discipline, suspend or dismiss and student at any time, whose behaviour is in contravention of this Code.



CODE FOR PARENTS

The BRLTC prides itself on the good relations it enjoys with parents. While parents/guardians can expect the Centre to provide their children with the best possible education with the resources available to it, parents/guardians must also accept certain responsibilities which, will help BRLTC achieve its goals. The parents/guardians must impress on their child the importance of adhering to the BRLTC rules and the disciplinary standards required by the BRLTC. Parents/Guardians shall strive to

1. Support educators in their efforts to teach their children i.e. monitor homework, check test results, help set goals, regularly consult the diary for educator's comments.
2. Communicate with management timeously regarding areas of concern before they become major issues.
3. Familiarise themselves with the BRLTC Code of Conduct to avoid confusion at a later date.
4. Nurture their child's learning through guidance, questioning, assisting and showing interest in their child's academic progress.
5. Provide the daily opportunities needed by their child to complete set scholastic work at home.
6. Ensure that their child arrives punctually for all BRLTC classes and activities.
7. Familiarise themselves with the BRLTC Discipline Policy and support the BRLTC in the implementation and administration thereof.
8. Fulfil their financial obligation to the BRLTC by paying fees as agreed upon each year.
9. Inculcate sound values and norms in their child to ensure that every child at BRLTC contributes to the establishment and maintenance of a stable learning environment.