

1. POLICY STATEMENT

It is the policy of Curro Holdings Limited, herein referred to as Curro and/or the Company, to support the principles of positive and fair discipline and the consistent application of appropriate, corrective and progressive disciplinary measures where necessary at schools that are managed by Curro.

The policy and procedures are documented and issued to ensure that corrective action and discipline are administered consistently, promptly and fairly.

This policy must be read in conjunction with the school's Code of Conduct (CURH12PO) and the Disciplinary Procedures (CURH13PR).

The objectives of the Curro Disciplinary Policy are to:

- 1.1 Encourage learners to comply with school rules and regulations.
- 1.2 Establish fair and reasonable social behavioural standards.
- 1.3 Explain the possible consequences of contravening school rules.
- 1.4 Describe the procedures used during disciplinary action.
- 1.5 Give learners who are accused of misconduct, a fair opportunity to state their case before any disciplinary steps can be taken against them.
- 1.6 Rectify unacceptable conduct rather than take punitive action.
- 1.7 Establish, maintain and develop sound learner relations at the school.
- 1.8 Implement procedures, taking into account the principles of natural justice, substantive and procedural fairness.

2. POLICY STAKEHOLDERS

This policy is applicable to executive heads, school management teams (SMT), educators, learners and parents/guardians.

- 2.1 It is the responsibility of executive heads to ensure that all other stakeholders are aware of the content and implementation requirements of this policy.
- 2.2 It is the responsibility of executive heads to ensure that this policy is implemented properly.

- 2.3 It is the responsibility of SMT to develop further policies, rules and procedures to support this policy, such as punishments given or actions to be taken when less serious offences are committed and demerit systems that can be used to evaluate consistent, less serious offences in order to determine when consistent bad learner behaviour becomes a serious offence.
- 2.4 It is the responsibility of SMT and all educators to ensure that all disciplinary action is taken within the guidelines of this policy.
- 2.5 It is the responsibility of SMT and all educators to ensure that this policy and all disciplinary procedures are implemented in an effective and equitable manner, in the interest and the well-being of the school and all its stakeholders.
- 2.6 It is the responsibility of SMT and all educators to make copies of this policy and to make it available to learners or parents/guardians wishing to view the policy.
- 2.7 It is the responsibility of learners to:
 - 2.7.1 Adhere to the standards of behaviour expected by the school.
 - 2.7.2 Have a responsible and self-disciplined approach in relation to school discipline.
 - 2.7.3 Accept disciplinary action against them in terms of the disciplinary policy.
- 2.8 It is the responsibility of parents/guardians to support the school in the implementation of its code of conduct and school disciplinary policy.

3. DISCIPLINARY OFFENCES

The code of conduct and school disciplinary policy differentiates between minor transgressions, serious misconduct and very serious misconduct. Minor transgressions, serious conduct and very serious conduct are described in the code of conduct.

Every matter shall be dealt with on its own merits:

- 3.1 Minor transgressions are offences that may not lead to expulsion from the school when the offence is committed for the first time or second time. If a number of minor transgressions are committed at the same time, it is at the total discretion of the school to determine whether these should be treated as separate transgressions and therefore progress to the next level of disciplinary measures.

3.2 Serious misconduct are offences that generally warrant, on the first offence, counselling and/or a final warning and parental contact. On the second offence, a disciplinary investigation may take place that could lead to expulsion or suspension or an alternative sanction being imposed.

3.3 Very serious misconduct will result in a disciplinary investigation that could lead to expulsion or suspension or an alternative sanction being imposed, even if it is the first time such an offence is committed.

4. DISCIPLINARY MEASURES

Various forms of informal and formal disciplinary measures may be initiated by the school. The severity of the action taken by the school will depend on the circumstances, the seriousness of the offence and any relevant mitigating or aggravating factors.

The disciplinary measure or sanction applied in response to misconduct by a learner will therefore generally require the Educator or Executive Head to exercise judgement in deciding on the appropriate and fair action to be taken.

Disciplinary measures that may be taken by the school, in order of severity, include:

- Informal action: Reprimand by the educator or person in charge.
- Formal action (may include the following, but does not exclude other actions):
 1. Demerits recorded
 2. Disciplinary intervention
 3. Parental contact and/or an interview with parents/guardians/representatives
 4. Counselling
 5. Verbal warning
 6. Written warning
 7. Final written warning
 8. Suspension
 9. Suspended expulsion (only after the conducting of a disciplinary hearing)
 10. Expulsion (only after the conducting of a disciplinary hearing)

Discipline must, wherever feasible and effective, be applied progressively. Repeated committing of a similar or related offence may result in more severe action being taken, particularly where a clear pattern or trend is indicated by the learner's continued misconduct. A serious first incident may, however, justify a severe sanction. To ensure that no doubt exists about disciplinary measures that have been taken, all such measures, whether reprimands, warnings and other disciplinary steps, must be recorded as part of the learner's record at the school.

The procedures below describe the disciplinary processes that will be followed by the school when more formal disciplinary measures are considered appropriate:

4.1 Verbal warning

A verbal warning may be issued in the event of any minor transgression which is not considered to be serious and can be issued by any educator.

4.2 Written warning

A written warning may be issued in the event of any minor transgression which is not considered to be serious and can be issued by any educator. The purpose of such warnings is to endeavour to improve the performance or incorrect behaviour of a learner. A first written warning is considered to be the first formal notification to alert the parents/guardians. This warning serves to inform the learner of future disciplinary action that can and will be taken against him/her in the event of him/her committing the same or a similar offence again. Other written warnings may follow if the learner's behaviour is not corrected.

4.3 Final written warning

A final written warning is considered the last step in endeavouring to improve the behaviour of a learner before any further minor transgressions will lead to a formal disciplinary hearing at which a learner may be suspended or expelled or an alternative sanction may be imposed.

4.4 Suspension pending the outcome of a hearing

If a learner commits an offence that results in a disciplinary hearing being held, the learner may temporarily be suspended from attending school until the hearing has been concluded. The executive head shall only suspend a learner if it is his/her opinion that the learner poses a threat to the safety of the other learners and/or staff members at the school.

4.5 Suspension after a hearing is concluded

The school may suspend a learner if the learner is found guilty at a disciplinary hearing. The chairman of the hearing may use his/her discretion to determine the duration of the suspension period. The duration of the suspension period may not be longer than five school days.

4.6 Suspended expulsion

A learner may be expelled, but the expulsion is delayed/postponed. If the learner does not break the school rules during that period and fulfils the particular conditions of the probation, the expulsion will lapse. If the learner does not break the school rules and/or fulfils the particular conditions and the expulsion lapses, it must be recorded in the learner's school record.

4.7 Expulsion with notice or immediate expulsion

Parents/guardians must be informed at the hearing if the chosen sanction is expulsion or if the parents/guardians are not present at the hearing they must receive a written letter stating that the learner was found guilty at a disciplinary hearing and that the sanction is expulsion. The parents/guardians must be informed of the appeal procedures that they may follow. A learner may be expelled, but if it is deemed necessary to allow the learner to complete a particular part of his/her academic year or exam, attendance may be allowed with conditions imposed until the year/exam is completed. Immediate expulsion may be appropriate in certain cases.

5. CRIMINAL CONDUCT AND REPORTING OF SEXUAL OFFENCES

- 5.1 Special caution must be taken should a learner be suspected of committing a criminal offence.
- 5.2 A sexual offence is defined in the Criminal Law (Sexual Offence and Related Matters) Amendment Act 32 of 2007, in chapters 2, 3, 4 and sections 55 and 71(1), (2), and (6). A copy of the act must be kept by the executive head and any person who suspects that a person may have committed a sexual offence may be allowed access to the act.
- 5.3 Should a member of staff become aware that a learner has committed a sexual offence, they must immediately report the incident, in person, to the executive head.
- 5.4 The executive head must report the incident to a police official immediately.
- 5.5 A written record of the incident and the steps that were taken to inform a police official must be kept.
- 5.6 Any disciplinary procedures instituted by the school will not be affected by the possibility of later criminal proceedings that may be initiated.
- 5.7 The school reserves the right to conduct a disciplinary hearing without waiting for the outcome of any criminal proceedings.
- 5.8 Any decision reached after a disciplinary hearing will not be affected by the outcome of any criminal proceedings and will not be viewed as 'double punishment' if the learner is also found guilty by a court.

6. AMENDMENTS

The individuals authorised to approve and review amendments to this policy are set out on page 1 of this policy.