



LORETO CONVENT SCHOOL

General School Rules 2021

Learners at Loreto Convent should realise that whenever they are dressed in their school uniform or in civvies, they represent their school, and that the following general rules apply to them **regardless of where they are:**

1. General Rules

- 1.1 Learners should, in the spirit of the teachings of Christ, treat others the way that they would like to be treated by them.
- 1.2 Learners must undertake to honour the commitments they make to extra-murals and other school activities.
- 1.3 Learners will take note that random drug screening tests will be done at the School without prior notice, and that the results thereof may result in disciplinary action.
- 1.4 Learners will comply with instructions and the school rules as set below.
- 1.5 Learners will behave responsibly and not endanger the safety and welfare of others.
- 1.6 Learners will respect and care for the property of the School and others.
- 1.7 Learners will be courteous and respect the dignity of other persons.
- 1.8 Learners will be punctual and observe the timekeeping practices of the school.
- 1.9 Learners will demonstrate a positive attitude towards learning.
- 1.10 Learners will behave honestly and conduct themselves with integrity.
- 1.11 Learners will observe the Catholic ethos at school.

2. Administration

2.1 School hours

2.1.1 **HIGH SCHOOL**

Monday – Thursday: 07h35 – 14h00

Friday: 07h35 – 13h45

2.1.2 **PRIMARY SCHOOL**

Monday, Tuesday and Thursday: 07h35 – 14h00

Wednesday: 07h35 – 13h30

Friday: 07h35 – 13h15

NB: During exam time all learners end at 11h00.

- 2.2 If any learner has to leave the school premises during school hours, permission to leave must be obtained from the vice-principal or principal and shown to the secretary or receptionist on leaving the premises.
- 2.3 If primary school learners are absent from school, the school must be informed by the parent and a note signed by the parent given to the class teacher on their return to school. In the case of a high school learner, the school must be notified and a doctor's certificate or note from parent must be given to the Vice-principal or Principal on their return to the school.
- 2.4 In the case where learners are absent from school for more than 2 days, the school must be informed and this leave of absence must be supported by a letter from a medical doctor / traditional doctor / registered

herbalist to their class teacher (in the case of a primary school learner) or Vice-principal/Principal (in the case of a high school learner) on their return.

2.5 All appointments (e.g. doctor, dentist, drivers' licence, etc) must be made for times outside school hours.

3. Classroom, Grounds and Toilets

- 3.1 Classrooms should be kept tidy. This includes the interior of cupboards used by learners.
- 3.2 Furniture should be treated with respect and not defaced with graffiti or broken.
- 3.3 Learners should leave the building during break and after school and not remain in the classroom **unless** under educator supervision.
- 3.4 Food may not be eaten anywhere in the building during class time. This includes the classrooms, stairs, corridors and halls.
- 3.5 No juice or coffee mugs are allowed during class time. Only plain water may be consumed.
- 3.6 Chewing gum is not permitted and will not be tolerated.
- 3.7 Littering is unacceptable and learners are responsible for picking up their own litter anywhere on the school premises and school surroundings.
- 3.8 Behaviour around the tuck shop should be orderly and well-mannered towards other learners and the operator of the tuck shop.

4. Exams/Tests

- 4.1 Learners must have own blue pens, HB pencil, eraser, sharpener, stapler and ruler in a transparent bag.
- 4.2 No tip-ex is allowed.
- 4.3 Once in the exam venue:
 - 4.3.1 learners may not talk
 - 4.3.2 learners may not eat or drink
 - 4.3.3 learners may not walk around
 - 4.3.4 learners may not go to the toilet once the session has started
 - 4.3.5 learners may not have their cell phones on their person
- 4.4 If a learner is found cheating:
 - 4.4.1 Invigilator must write "cheating" on current answer sheet and take it away together with any incriminating notes.
 - 4.4.2 Invigilator must issue a new answer booklet or blank writing paper for learner to start over.
 - 4.4.3 Learner will not be given extra time to complete exam/test.
 - 4.4.4 Vice-principal or principal must be notified immediately.
 - 4.4.5 Further disciplinary measures will take place.
- 4.5 If a learner is absent:
 - 4.5.1 a doctor's letter is essential.
 - 4.5.2 in the case of a test, learner will write it on the day she returns to school at a time convenient to the teacher or with the deputy principal.
 - 4.5.3 in the case of an exam, if it is possible, it will be written on the day the learner returns to school or a more convenient date will be organised between the Vice-principal and the learner.
 - 4.5.4 Work missed is the responsibility of the learner to catch up with the subject teacher on the day that she returns to school whether she has the subject on that day or not.

5. Extramural Activities

- 5.1 Foundation Phase and Senior Primary
 - 5.1.1 During the school morning, learners take part in the activities provided. These include sports and clubs. These activities are compulsory.

5.1.2 Afternoon sport, which is voluntary, takes place from 14h00 – 15h00. It is highly recommended that each learner takes part in at least one sport per term.

5.2 High School

5.2.1 Grade 8 – 11 learners have to participate in at least one club or one sport or extra lesson per term except in term 4 when it is voluntary.

6. Homework and Supervised Study Classes

6.1 Learners should have a scrapbook in which they can do revision, practise spelling, tables, etc.

6.2 Learners in Day Care have supervised study immediately after lunch.

6.3 Foundation Phase (Gr. 1 – 3)

- Parents must sign their child’s diary every day after listening to his/her reading and after making sure that all homework has been done.
- Learners require their Message Book to be checked and signed as a means of communication between parents and teachers. Contact telephone numbers, in the front of the Message Book, must be kept up to date.

6.4 Senior Primary (Gr. 4 – 7)

- Parents must sign the homework diary daily, once all homework has been completed.

6.5 High School

- Learners should take responsibility for using their diaries and doing their homework.

6.6 Learners not in Day Care

- HS learners may stay after school for supervised homework sessions from 14h00 – 16h00. Learners must go home once study is over. No milling around the school is allowed.

7. Lockers

7.1 Lockers are to be used for the safekeeping of books, valuables and money. Access to the lockers will be allowed **only** before school, during break and after school (until 15h30) for HS learners. Gr. 8, 9 and 12 learners may go before school, during first break and after school while Gr. 10 – 12 may go before school, during second break and after school.

7.2 Learners are responsible for their own locker keys. Spare keys should be handed to the Vice-principal in charge of that section. A fine will be charged to lend the spare key as learners must know to take responsibility for their possessions. Locks will only be cut if a fine is paid to the Vice-principal.

7.3 Learners must be careful which lock they use as some keys fit other locks.

8. Religious Observance

8.1 Attendance at Mass is compulsory for all learners.

8.2 Attend religious retreats.

8.3 Participate in all religious activities and behaviour during these activities should be respectful and dignified.

8.4 For Mass and assemblies, learners are expected to:

8.4.1 wear blazers.

8.4.2 be quiet on their way to and from the hall/cathedral.

8.4.3 be quiet and seated in the hall/cathedral.

8.4.4 show reverence and respect at all times.

9. Media Rules

9.1 Media books must be returned on time otherwise a fine will be issued for everyday it is late including weekends and school holidays.

- 9.2 All Media books that are damaged or lost must be replaced.
- 9.3 All learners must have a Media Card from the Media Centre.
- 9.4 Photocopies can be made by learners during breaks or after school, at a cost, with the help of a library monitor or librarian.
- 9.5 Foundation Phase learners must keep their media books in a strong bag to protect their books.

10. Medicines

- 10.1 Medication to be taken by primary school learners must be accompanied by a letter from the parent addressed to the class teacher explaining why the child needs to take the medication and giving the details of dosage and frequency to be taken.
- 10.2 In the high school, learners are responsible to take their own medication. **It is accepted that parents have taken the responsibility to educate their children on the dosage, time lapse between doses and possible side effects of all medication.** Learners may not share their medication with anyone as this can have health consequences for the recipient.
- 10.3 Medication at school should be kept to a minimum.
- 10.4 Any learner found in possession of medication that has a schedule 4 or 5 classification, will within a 24-hour period make a copy of the medical script issued by a medical doctor available to the school. Should this certificate not be provided, the medication will be deemed an illegal substance.

11. Money

- 11.1 All money sent with the learner to school must be sent in a sealed envelope with the learner's name, class, amount and what the money is for, printed on the envelope.
Example: Precious Kopano
Gr. 9K
R30 – class outing
- 11.2 All school fees, outings and any other amounts must be handed in to the Accounts Office, Bursar or HOD.

12 Movement Around the School

- 12.1 Late coming is unacceptable. The bell rings for assembly at 7h35 and classes begin at 7h40 promptly. Please note that HS learners will not be exempt from a demerit if books are not in class (refer to point 7a).
- 12.2 Movement between classes should take place quietly within the four (4) minute bell so that learning time is not wasted.
- 12.3 Learners must carry their school bags with them as they move from class to class as well as before school and during break.
- 12.4 No learner may leave a classroom without a permit tag from a teacher.
- 12.5 After school, learners are to wait for transport inside the school gate. High School learners may attend supervised study.
- 12.6 Learners who are not in Day Care must be fetched promptly after school or after their afternoon activities.
- 12.7 Entrance to the school is through the gate in Nana Sita Street. After 16h00, learners must be collected from the Visagie Street entrance.
- 12.8 For Day Care learners the Visagie Street gate is locked at 17h30. If a learner has still not been fetched at this late hour, the parents will be fined an amount which will be reflected on their school account.
- 12.9 For learners not in Day Care, any learner left at school after 16h30, the parents will be fined an amount which will be reflected on their school account.

13 Newsletters

The school newsletter is a vital means of communication between the school and the parents. It is sent out on a monthly basis via email (to parents who have provided one) and as a hardcopy to those learners whose parents do not have email. Parents should read the newsletter as vital information is thus communicated for the next month. Newsletters are also posted to the school website (www.loreto.co.za) which is another important source of information and communication.

14 Personal Appearance

The uniform and sports uniform identifies a learner as a member of the school community whenever it is worn. It should, therefore, always be neat, tidy and well cared for.

Outside school premises the blazer must be worn unless learner is wearing the full school tracksuit.

14.1 School Bags

- 14.1.1 They should be free of slogans or graffiti.
- 14.1.2 School bags must have compartments.
- 14.1.3 No caddy box bags are allowed.
- 14.1.4 Official school bags are available from the School's outfitters (Totiusdal Handelshuis)

14.2 Dresses/Skirts

- 14.2.1 They should not be shorter than 4 (four) closed fingers from the floor when kneeling down.

14.3 Hair

- 14.3.1 It should always be neat and tidy.
- 14.3.2 **NO** Mohawk styles are allowed.
- 14.3.3 Braids/dreads are allowed to be worn by girls, but should follow the natural contour of the head and be the **same colour** as the natural hair.
- 14.3.4 The hair should be kept tied back against the scalp (not loosely) away from the face. Braids/dreads should not be so thick that it prevents learners from tying their hair neatly and to the scalp. Hair that is just below the collar must be tied back.
- 14.3.5 Afros may be worn. However, it must be neat at all times and must be worn in such a way that it does not obscure the view of other learners in class.
- 14.3.6 Fade: learners may wear a fade. However, the length between the top and bottom hair may not be more than one cut size apart. **NO** shaven areas are acceptable. **NO** patterns (including a line) may be shaven into the hair irrespective of the length.
- 14.3.7 Hair **may not** be coloured.
- 14.3.8 Hair accessories should be white, black or navy blue.
- 14.3.9 Hair embellishments are limited to a few small, silver metal hairclips. **NO** beads of any colour or shape or size are allowed.

14.4 Sports Uniform

- 14.4.1 When representing the school at any sport or cultural activity the correct uniform should be worn.
- 14.4.2 It is compulsory for HS learners to wear the sports dresses with ski pants for any tennis, hockey and netball matches.
- 14.4.3 No learner may swim without a proper school swimming suit.

- 14.5 Only the following jewellery may or may not be worn:

- 14.5.1 Small, plain studs or sleepers may be worn in pierced ears (only **one** per ear and on the lobule) by girls. No nose and/or tongue piercings are allowed.
- 14.5.2 No bands or bracelets of any sort are allowed.
- 14.5.3 Watches must be plain silver or gold, or, black or brown leather strap. **No diamante, or coloured** watches are acceptable.
- 14.5.4 A cross on a chain or rosary may be worn around the neck **but** out of sight.
- 14.5.5 A religious item of a non-Christian nature may be worn with the permission of the principal and at the request of the parent **but** out of sight.
- 14.5.6 Items of a cultural nature may be worn with the permission of the principal and at the request of the parent but out of sight.
- 14.5.7 A Medical Alert disc may be worn.

14.6 Other

- 14.6.1 Nails must be kept short and clean (it may not exceed the tip of the finger); nail varnish is not permitted.
- 14.6.2 Make-up may not be worn while in uniform or in civvies.
- 14.6.3 Tattoos will not be tolerated.

15 School and Personal Property

The school is a place of safety where laws pertaining to public places are applicable.

- 15.1 School property should be respected and not deliberately damaged.
- 15.2 The property of another person should be respected and not deliberately damaged or taken without his/her permission. All textbooks and stationery should be clearly marked with learner's name.
- 15.3 Valuables should not be brought to school unless special permission has been obtained. These include toys, jewellery, any electronic device, etc. The school cannot take responsibility for any damage or loss to these items.
- 15.4 Learners and their effects (including electronic devices) may be searched at any time for the purposes of an investigation. Items deemed to assist the investigation will be confiscated.
- 15.5 No dangerous objects or illegal drugs as defined in the SA schools Act or the Safety regulations will be brought onto and/or used on the school property unless authorised by the principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- 15.6 The carrying and/or smoking of cigarettes / e cigarettes is prohibited.
- 15.7 Alcohol is not permitted on school premises or during any school activity.
- 15.8 The carrying of and/or consumption of illegal chemical substance and drugs is prohibited.
- 15.9 If a learner is in possession of prescription medication, a copy of the doctor's script should be kept by the learner at all times.

16 Cellular Phone Rules

- 16.1 Smartphones are not ALLOWED at school! If a learner brings her smartphone to school, disciplinary action will occur. Smart phones that are in the possession of learners will be handed over to the principal or deputy principal and kept until the end of the year, or, if the parent prefers, it is confiscated for a period of three (3) months only but a fine of R500 must be paid on collection.
- 16.2 No Primary School learner may have a cell phone of any type at school. However, High School learners may have cell phones that allow calls and SMS' but have no internet access e.g.; Alcatel.

- 16.3 High School learners must lock away their cell phones in the learners' lockers or, if learners arrive after the early morning bell, it must be handed in at reception for safekeeping and can be collected at the end of the day. The school does not take responsibility for loss/theft of any cell phones. Cell phones that are in the possession of learners will be handed over to the principal or deputy principal and kept until the end of the year, or, if the parent prefers, it is confiscated for a period of three (3) months only but a fine of R500 must be paid on collection.
- 16.4 Due to Covid, the use of the locker area is prohibited to all learners. Learners are therefore responsible to keep their phones **switched off** and packed away for the duration of the day. The school does not take responsibility for loss/theft of any cell phones. If a cell phone rings during the course of the day, it will be handed over to the principal or deputy principal and kept until the end of the year, or, if the parent prefers, it is confiscated for a period of three (3) months only but a fine of R500 must be paid on collection.

17 Uniform

17.1 General

- 17.1.1 Correct uniform should be worn at all times.
- 17.1.2 Blazers are compulsory for learners from Grades 4 – 12.
- 17.1.3 High School girls must wear their blazers to and from school. Within school premises, learners may wear the school sleeveless pullover or jersey. However, during Mass and assembly learners must wear their blazers. Please be mindful of the colour of the undergarments. Neutral colour works best and therefore avoid bright colours.
- 17.1.4 Coloured scarves, beanies, windbreakers, gloves, towels and blankets are not permitted and will be confiscated for the rest of the year.
- 17.1.5 All uniform should be neat, tidy and clearly marked with learner's name.

17.2 Summer Uniform

17.2.1 Pre-School

- Short-sleeved blue golf shirt, sports shorts and sandals

17.2.2 Girls (Gr. 1 – 11)

- Open-necked, short sleeved white shirt, blue pinafore (Gr. 1 – 6), blue skirt (Gr. 7 – 11), ankle white socks, black shoes and blazer.

17.2.3 Boys (Gr. 1 – 3)

- Open-necked, short-sleeved white shirt, short grey pants, blue knee-high socks, black shoes and blazer.

17.3 Winter Uniform

17.3.1 Pre-school

- Long-sleeved blue golf shirt, tracksuit and tekkies

17.3.2 Girls (Gr. 1 – 11)

- White long-sleeved button-up shirt with tie, blue pinafore (Gr. 1 – 6), blue skirt (Gr. 7 – 11), blue knee-high socks and black shoes, blazer or blazer with jersey.
- HS girls may wear navy stockings but only from suppliers.
- Blazers are not compulsory for Gr. 1 – 3 but Gr. 4 – 12 must wear their blazers.

- A school scarf and school beanie may be worn (both these items are optional). However, at line-up, assembly and Mass beanies are not allowed as a sign of respect.
- No tracksuit top is allowed with this uniform.

17.3.3 Boys (Gr. 1 – 3)

- Long-sleeved, white button-up shirt with school tie, long grey pants, blue knee-high socks, black shoes and blazer or blazer with jersey
- Blazers are not compulsory.
- A school scarf and school beanie may be worn (optional)
- No tracksuit top is allowed with this uniform.

17.3.4 Grade 12

- The same as the high school, except for the matric tie which is to be worn both in summer and winter. A specially designed pullover, beanie and scarf for the matrics are optional and may be ordered from the school clothing shop.

17.3.5 The Tracksuit Option (Gr. 1 – 3)

- On the learner's activity day and physical education day, he/she will be allowed to come to school in his/her sports clothes and white tekkies, provided the school tracksuit is worn over it.
- No tekkies are allowed, except with a tracksuit on activity and physical education days.

17.4 Sports Uniform

17.4.1 Swimming

- School navy blue swimming costume and cap.

17.4.2 All Other Sports (Except Soccer)

- School blue shorts, white T-shirt, sports hat, white tekkies, ankle white socks in summer but knee-high white socks in winter.
- All Primary School and High School girls must wear ski-pants under the shorts when doing Physical Education.
- High School learners may wear their tracksuits during Physical Education periods. However, it is not compulsory as long as sports uniform is worn.
- HS tennis, hockey and netball matches: learners must wear their school sports dress with ski pants.

17.4.3 Soccer

- The same as the above except for soccer socks and boots.

AFTER A SPORT ACTIVITY, LEARNERS MUST LEAVE THE SCHOOL GROUNDS EITHER IN FULL SCHOOL UNIFORM OR FULL SCHOOL SPORTS UNIFORM.

17.5 Raincoat

- 17.5.1 Any dri-mac or raincoat may be worn to school during wet weather but must be taken off on entering the school building.

18 Civvies / Matric Dance

- 18.1 Now and again, learners have the privilege to wear civvies. This comes with the responsibility to wear clothing that is appropriate for a school day. This includes no revealing clothing in terms of the neckline, length of skirt/dress/shorts, ripped pants/denim, revealing undergarments
- 18.2 The 3B's must be adhered to: no revealing bellies, no revealing buttocks and no revealing breasts.
- 18.3 No make-up is to be worn.
- 18.4 Learners will be sent home if the above is not adhered to.
- 18.5 Our matric ladies need to be cautious when selecting an outfit for their matric dance with regard to the 3B's

LORETO CONVENT SCHOOL HOUSES

To boost morale and develop team spirit, each learner and educator has been placed in one of the three HOUSES. The HOUSES have been named after three Archangels in the Bible and each has a different colour. The banners depicting the Archangels decorate the western wall of our school hall.

ST MICHAEL: (yellow) is named St Michael which means "like unto God". It is through the gracious providence and love of God that we as Christians strive to be holy, like unto God.

ST GABRIEL: (green) is named after St Gabriel which means "strength of God". Archangel Gabriel was sent to Mary as God's messenger to make the annunciation that she would be the mother of the Redeemer.

ST RAPHAEL: (red) is St Raphael which means "healing of God". Archangel Raphael was sent to Tobias to heal him of his blindness.

House Prefects are chosen to lead the three HOUSES and all learners earn points for their HOUSES through their academic performance, cultural and sports activities, attendance at functions, participation in special events, exemplary behaviour, etc. At the end of the year, the winning HOUSE wins the House Trophy.



Behavioural Guidance

Primary School

Corrective Actions

When rules are broken:

- 1st time: verbal reminder (on tracking sheet, brief explanation written on back)
- 2nd time: time out at a desk or at the door
- 3rd time: behavioural journal
- 4th time: refer learner to SMT
- 5th time: SMT to contact parents via letter or phone call

Severe Clause

The following are seen as severe misdemeanours and severe action will be taken:

Swearing, violence, absolute defiance, absolute disruption, racism, theft, vandalism, cheating in exams, stealing

SEND IMMEDIATELY TO MANAGEMENT – EACH SITUATION IS DEALT WITH AT MANAGEMENT’S DISCRETION

Detention Procedures

- a) Detention for the Senior Primary takes place on a weekday afternoon for a period of one hour.
- b) A monitor will be assigned to each class in the Primary School.
- c) Record is kept of detentions by the teachers in charge of detention and will be noted in the learner’s Profile.
- d) Detention is given after 5 homework demerits or after appearing on the tracking sheet 5 times.
- e) After 3 detentions, a behavioural guidance meeting is held with management and parents during which a warning letter will be issued.
- f) Three (3) warning letters result in a full disciplinary hearing which could result in the learner being suspended or expelled.

HIGH SCHOOL

DISCIPLINE PROCEDURES

The school rules will be enforced by both teachers and prefects where learners will be issued slips for positive and negative criteria. These are known as merits and demerits.

Merits

- a) Each merit is allocated a number of positive points.
- b) Learners start with 0 points at the beginning of each new year. Positive points are carried over from term to term.
- c) Learners who accumulate a number of positive points throughout the year will be given tuck shop vouchers, airtime, raffle tickets, etc, depending on the number of points.
- d) The learner with the most merit points collected throughout the year will also be awarded a certificate for meritorious achievement at the annual prize giving.

Demerits for Minor Offences Only

- a) Minor offences may include: homework not done, disturbing learning during any school activity, verbally offending other learners, incorrect uniform, talking, chewing gum, etc.
- b) Each demerit is allocated a number of negative points.
- c) Positive points do not cancel negative points.
- d) Learners start with 0 points at the beginning of each new year. Negative points are carried over from term to term.
- e) Learners will be issued with detention letters once they have obtained 40 negative points. These are sent home no later than Wednesday and reply slip must be returned by Friday to the Vice-principal. Detention slips not returned will result in further negative points.
- f) Detention takes place on a Friday from 14h00 to 16h00. A teacher is allocated to supervise the learners.
- g) Should a learner fail to attend the detention, they will be allocated an extra detention over and above the one already issued.
- h) If learner should fail to attend these, it will result in their suspension.
- i) Learners who accumulate more than 2 detentions will be given 2 warning letters at various stages. The 3rd warning letter results in a disciplinary hearing.

Major Offences

- a) Major offences are: possession of a dangerous weapon, fighting, theft, vandalism, cheating in an exam/test, possession of drugs/intoxicants, bringing the school's name into disrepute, in possession of or accessing pornographic or prejudiced material and/or distributing such material, testing positive in a random drug screening test, cyber bullying, etc.
- b) Learner will appear before a disciplinary hearing. It will consist of SMT, learner and parent and chaired by the chairperson of the Governing Body.
- c) The hearing can result in a suspension or expulsion or other corrective intervention.
- d) Repeated minor offences result in a major offence.

Suspension process

a) Suspended from class

The learner sits at a desk in a separate, supervised venue. The learner will continue with class work, homework and studies forwarded by the educators. The learner will work in silence and give full co-operation to supervisors. The learner will leave the room only with the permission of the supervisor. At the end of the school day (14h00), the learner must be fetched by a parent.

b) Suspended from school

The learner is sent home for supervision by the parent(s)/guardian. The parent(s)/guardian will be notified before the learner is released. The learner will only be released into the hands of an approved person. Homework will be emailed/sent home, on a daily basis, where learner can continue with her studies.



LORETO CONVENT SCHOOL

Code	DEMERIT SLIP	Points	Code	DEMERIT SLIP	Points	Code	DEMERIT SLIP	Points
1	Any violation of dress code	-10	48	Damaging / destruction of property	-40	16	Late for school without a letter	-10
49	Assault	-50	34	Dishonesty in general	-25	40	Lending work for copying by another learner (cheating)	-15
35	Assembly/line up disruption	-20	27	Disobedience	-15	17	Littering	-15
57	Assessment tasks not handed in	-40	36	Disrespecting / Back chatting a teacher / staff member	-15	18	Loitering in corridors and toilets and between classes	-5
23	Being at tuck shop during class hours	-10	63	Disrespectful behaviour towards a staff member / elder / parent / visitor	-40	30	Misbehaving during school outing or sport event / outside of school in uniform	-15
37	Being in out of bounds areas	-20	7	Disruption in corridor during changeover	-10	25	Negligent in school duty	-5
42	Being in the presence of smokers	-20	38	Disruption of class	-20	19	No name tag	-10
26	Being out of class without a permit	-5	8	Doing another subject's work in class	-5	41	Learner did not attend an afternoon sport or club or lesson	-15
3	Books in locker/not in class	-10	9	Eating in class / at line-up / changeover of classes	-10	44	Prohibited use of any electronic device during school time.	-15
4	Books / notes /equipment not at school	-10	47	Fighting / pushing /shoving another learner	-40	20	Sleeping in class	-5
50	Bullying/cyber-bullying / harassing/victimising /defaming/slandering	-40	62	Forgery of any documents / signatures	-50	64	Smoking on school grounds or anywhere in uniform	-50
29	Bunking class/line-up/assembly/chapel/detention	-25	10	Foul or inappropriate language in general	-20	32	Swearing or abusive language/behaviour to another learner	-20
59	Bunking school	-50	11	Hair violation – colour, style and length	-10	21	Talking Non stop	-10
60	Chapel/Cathedral disruption/disrespect	-50	12	Homework not done	-10	22	Tests not signed/important info not returned	-5
61	Cheating in tests / examination	-50	18	Homework incomplete	-10	51	Theft of any nature	-50
5	Chewing gum	-5	13	Important reply slips/detention slips not returned	-5	45	Throwing objects out of windows, balconies, spitting	-15
38	Class disruption	-20	55	Inappropriate material or literature (possession or distribution via Social Media)	-50	56	Vandalism	-20
6	Class work not done	-10	14	In class at break without permission	-10	24	Wilfully endangering oneself and fellow pupils	-10
39	Copying homework	-25	15	Late for class/assembly/line up	-10			

DESCRIPTION OF OFFENCE:

TEACHER		PREFECT		DATE	
LEARNER	Name:	Surname:		CLASS	



**LORETO CONVENT SCHOOL
MERIT SLIP**

Code	Merit	Points	Code	Merit	Points
1	No detention in a term	10	2	80% and above for tests, portfolio tasks, exams	15
3 4	RESPONSIBILITY <ul style="list-style-type: none"> ▪ Any leadership role completed (Class Captains/RCL/House Captain etc.) ▪ Task/class duty done without fail 	10	5 6	RESPECT <ul style="list-style-type: none"> • Making way/greeting educators and visitors on a constant basis • Helping educator to carry something or lightening his/her burden of any task without being asked 	15
7 8 9 10 12	TRUSTWORTHINESS / FAITHFULNESS <ul style="list-style-type: none"> • Constant positive attitude • Continuous hard work • Any action a learner does showing an educator that the learner can be trusted/keep her word • Forwarding a message accurately and timeously • Showing up and on time for an extra mural, outing or event 	15	13 14 15 16 17 18	CARING <ul style="list-style-type: none"> • Showing compassion / loving towards others • Taking care of another learner's possession • Communicating lost work or homework to a sick learner • Giving/sharing of food/paper/materials for a task • Speaking up for what is right/just • Peacemaker 	15
19 28 20 11	COURTESY <ul style="list-style-type: none"> • Saying please, thank you, you're welcome or excuse me – growing in speech • Being a good listener, not speaking over another while they are speaking • Patiently waiting her turn • Working co-operatively with others 	10	21 22 23 24	CITIZENSHIP: Acts of school/community/environmental service <ul style="list-style-type: none"> • Reporting a water leak or any broken device • Reporting any dangerous situation • Picking up papers without being told • Keeping an environment (class/field/bathroom) clean and leaving it in a better state than found 	15
25 26 27	HONESTY <ul style="list-style-type: none"> ▪ Handing in of valuable items lost by another learner ▪ Taking responsibility for own actions ▪ Truthfully reporting serious misconduct of learners that proves to be true 	15			
TEACHER				DATE	
LEARNER				CLASS	