



THOMAS MORE COLLEGE HIGH SCHOOL PUPIL'S CODE OF CONDUCT, GENERAL INFORMATION AND HOUSE RULES 2022

Thomas More College is an independent, Christian-based co-educational school with dedicated and professional staff, offering classes from Grade 0000 to Grade 12. Through a balanced programme of academic, cultural, sporting and community activities as well as a measure of fun, the school prides itself on developing Christian love and self-esteem in children and a moral code as espoused in the Gospel of Jesus Christ, ensuring that they are able to make a meaningful contribution to an ever-changing society. Focus is given to developing and inspiring the whole child and equipping each one with relevant leadership and life skills.

1. PURPOSE OF THIS POLICY

The purpose of this policy is for parents/guardians and the pupils to know what they can expect from the school and what is expected of them. The policy provides important information to assist parents/guardians and pupils to understand the appropriate conduct expected from pupils Thomas More College, High School. This policy is reviewed on an annual basis.

2. HOW TO USE THIS POLICY

- It is very important that at the beginning of the year that parents/guardians and pupils read through this policy to familiarise yourself with the information.
- This Policy is found on the TMC App for easy reference
- Once Parents and Pupils have completed reading this policy, Pupils will sign an acknowledgement form by end of Jan 2022. This document should be read in conjunction with The Disciplinary Code, Academic Code of Conduct and Acceptable Use Documents which are located on the Thomas More College web site (www.thomasmore.co.za) or the TMC App.

PUPILS CODE OF CONDUCT, GENERAL INFORMATION AND HOUSE RULES

Contents

1.1 General Principles	4
1.2 Anti-Social Behaviour	4
1.3 Behaviour in Class	5
1.4 Manners	5
1.5 Punctuality	5
1.6 Work Ethic	5
1.7 Attendance	6
1.8 Romantic Affection	6
1.9 The use of Smart Phones and Other Electronic Devices.....	6
1.10 Audio Equipment.....	7
1.11 Dress and Appearance	7
1.11.1 Boys	7
General	7
1.11.2 Girls	8
General	9
Make Up.....	9
1.11.3 Hairstyles.....	9
1.11.4 Exemptions	10
1.12 Mentorship Programme	10
1.13 Assembly and Prayers	10
1.14 Sick Room	10
1.15 Co-Curricular Activities	11
1.16 Spectators Policy	11
1.17 Participation Policy.....	11
1.18 Houses	12
1.19 Community and Social Partnership.....	12
1.20 Matric Leadership Council.....	12
1.21 Seniority	13
1.22 Detention	13
1.23 Tuckshop	14
1.24 Littering and Graffiti	14
1.25 Property and Materials	14
1.26 Discipline	14
1.1 Coronavirus Protocols	15

1.1 GENERAL PRINCIPLES

- We will respect each other's individuality.
- We will conduct ourselves in such a way as to bring credit to ourselves and to our School.
- We will treat each other and visitors to our school with courtesy, consideration and respect.
- We will care for our environment.

1.2 ANTI-SOCIAL BEHAVIOUR

The following are not acceptable at Thomas More College, High School:

- theft
- vandalism
- violence towards others and possession of dangerous weapons
- smoking, or trafficking in cigarettes (inclusive of vaping/e-cigarettes)
- drinking of alcohol or trafficking in such
- drug abuse; trafficking and possession of drugs
- unjust discrimination based on race, gender, ethnicity, sexual orientation, religion or socio economic circumstances
- verbal, physical and emotional abuse
- sexual harassment
- possession or distribution of pornographic or other offensive material
- bullying
- initiation
- lying
- littering
- graffiti
- intimidation
- tampering with School equipment/other pupils' equipment/ personal effects, eg cellphones.

Clarification of bullying and initiation:

Any form of initiation or bullying. This includes, but is not limited to, mental, cyber, verbal (e.g. teasing, threats, gestures or verbal attacks) and physical (e.g. beating, and deprivation of sleep or any conduct causing physical stress) harassment. Moreover, to stand by when someone else is being initiated or bullied, is to support or be associated with those acts which also constitute those offences.

Clarification of unjust discrimination:

Any form of discrimination either in language or actions (intentional or non-intentional) that discriminates unfairly on the basis of, race, gender, ethnicity, sexual orientation, religion or socio-economic circumstance. Any other act that may, or may not be covered in any Thomas More College, High School Discipline document, that is an offence, or infringes upon the name of the school, good manners, respect of others and their property.

1.3 BEHAVIOUR IN CLASS

The following will not be tolerated:

- lack of respect or the purposeful embarrassment of others
- disruption, bullying and horseplay
- foul language, verbal abuse
- any infringement of other pupils' basic right to education.

The Subject Teacher will deal with these immediately. If the misdemeanour persists the Grade Mentors and the parents of the pupil will be called in for a further meeting.

1.4 MANNERS

- pupils are to greet visiting adults appropriately
- all pupils to stand up and greet visitors to a classroom or learning environment
- offer help to strangers
- offer to carry items
- do not talk to people with hands in pockets or with earphones in your ear.
- **no chewing of gum at any time**

1.5 PUNCTUALITY

It is stressed that pupils must arrive on time for school and must not use their parents as an excuse. In addition, punctuality for class and extra-curricular activities is essential. Parents must ensure that their children arrive at school on time for the beginning of the school day. Regular latecomers will be punished. Any latecomer must report to the High School Secretary when arriving at school in order to be marked 'present' for the day.

1.6 WORK ETHIC

The chief purpose of the school is to encourage academic endeavour. Pupils are required to commit themselves to sincere academic effort. All class tasks and homework are to be completed timeously. Cheating/plagiarism will not be tolerated and the work a pupil submits must be his/her own and not somebody else's.

1.7 ATTENDANCE

- It is compulsory to attend school and truancy will be severely dealt with, as set out by the Thomas More College, High School Disciplinary Code.
- No pupil may leave the school premises during school hours without the permission of the Headmaster or the Deputy Headmaster. The procedure is to sign out with the High School Secretary.
- Failure to attend compulsory school activities will result in punishment (Grade 12 Prize giving and Grade 8-11 Prize giving are two such examples).
- Absence for illness must be explained by a telephone call, email or in a letter to the High School secretary, before or on a pupil's return to school.
- A doctor's certificate must be produced for any absence of three days or longer.

- A doctor's certificate must be produced for absence of any length of time during formal exam periods.
- The post-exam periods in June and November/December are compulsory school attendance days.

1.8 ROMANTIC AFFECTION

Public displays of affection are not permitted, e.g. cuddling, kissing and suchlike, are unacceptable and set a poor example to other pupils.

1.9 THE USE OF SMART PHONES AND OTHER ELECTRONIC DEVICES

When a smart phone/iPad/Tablet or other device is brought onto the campus they are immediately subject to the following:

- The culture at TMC is that cellphones and earphones are not openly displayed. Cellphones/ Earphones are not to be seen in classrooms or in school corridors/fields during school hours.
- The teacher reserves the right to determine whether the smart phone is brought into and used for teaching and learning purposes in his/her particular classroom. Should the teacher not allow devices, the onus is on the pupil to lock it up in the locker provided before the lesson. Any transgression by a pupil will be dealt with according to the process set out in the Disciplinary Code. (The phone is locked in the HS secretary's safe for 5 consecutive days).
- In bringing a cellular telephone or electronic device to school, you are acknowledging that you are responsible for it. The school will not be held liable if the phone or device goes missing or is stolen.
- At no time may any photograph be taken of any TMC staff member without the written permission of the staff member. No videos may be made of any activity on the College campus without the knowledge of the Head. Uploading of images, videos and other content that include pupils and the TMC campus must at all times comply with the Social Media Policy.

1.10 AUDIO EQUIPMENT

MP3 players, IPOD's, loud speakers and any such items are forbidden at school, unless specifically needed for a practical or oral lesson. Any such item found at school without a valid reason shall be removed and put in safekeeping. Parents will be requested to collect the items, at a time that is convenient to them and to the school.

1.11 DRESS AND APPEARANCE

The purpose of the casual and formal uniform at TMC is to reinforce with pupils that one's outward appearance reflect an inward attitude most notably to ones work ethic, each other and our wider community. Thus at all times your child must maintain:

- A high standard of neatness and tidiness
- The dress and appearance of pupils should uphold the positive image of Thomas More College, High School
- Civvies Days; Clothing must be appropriate, comfortable, and fit well. No Political, discriminatory or derogatory slogans/graphics may be worn. Skirts/shorts may be no shorter than the TMC girl's shorts. Vests/strappy tops/off the shoulder tops may be worn provided that underwear is **not** visible. No low cut tops may be worn.
- During the examination periods formal uniform is to be worn.

1.11.1 BOYS

General:

- Formal and casual uniforms may not be mixed
- Blazers must be worn on formal occasions and to assembly in winter
- Tattoos must not be visible at any time with any College uniform or on any excursions / Grade camps
- Shirts must be properly tucked in and must not be folded over
- Black plain lace-up shoes must be worn. No buckles permitted
- **No pointy shoes / dress shoes are permitted – normal Bata Toughies type of school shoes only.** These must be regularly polished
- No form of jewellery, wrist adornments or neck adornments may be worn (excluding a religious symbol, medic alert bracelet, or watch). **No wrist bands supporting a charity may be worn unless permission is granted by the Headmaster for a period of time**
- No piercing, a clear bristle may be worn. No plasters allowed to cover piercings.
- Pants should be worn on the waist and should be suitably tailored. Hipsters, baggy pants and stovepipes are not permitted
- Pants should be of appropriate length and should not drag on the ground
- If a belt is worn, it must be black. The buckle must be modest and conservative
- Only charcoal ankle length socks are permitted
- No sports kit or touring kit may be worn with the uniform
- Jersey sleeves are not to be pushed up. Jerseys with holes in sleeves must be replaced / repaired
- Only approved school badges to be worn on lapels of blazers
- Rain jackets may only be worn when it is raining
- The school rain jacket may not be worn to assembly
- Short-sleeved or long-sleeved jerseys may be worn to assembly
- No hats/visors to be worn during the academic day.

1.11.2 GIRLS

General:

- Blazers must be worn on formal occasions and to assembly in winter.
- Black plain Bata Toughie type shoes must be worn. These must be regularly polished.
- Only **one** set of **plain gold or silver** earrings may be worn and these must be plain studs (**3-4mm in diameter**) or sleepers (**1mm thin**) in the lower part of the bottom hole in the largest part of the earlobes and similar in both ears. No other piercing is allowed. **Clear bristles are allowed.** No plasters allowed to cover piercings. No other form of jewellery, wrist adornments or neck adornments may be worn (excluding a modest religious symbol, medic alert bracelet, or watch). **No hair elastics/ponies may be worn around the wrist**
- Skirts must have a waistband
- Pants or Slacks are permitted.

- A skirt should be at most **3 closed fingers or 5cm** above the knee
- Only white or flesh coloured underwear may be worn
- No sports kit or touring kit may be worn with the uniform
- Only approved school badges to be worn on lapels of blazers
- **Jersey sleeves may not be pushed up.** Jerseys with holes in sleeves must be immediately replaced / repaired.
- Blankets may be brought to school with permission from the Headmaster and only used within the confines of the classrooms and corridors.
- Please note that no jewellery may be on a girl's uniform- e.g. earrings in button- holes
- Rain jackets only to be worn when it is raining
- No hats/visors to be worn during the academic day

Personal Adornment

- No make-up may be worn
- No false eyelashes may be worn
- Nails must be trimmed to a reasonable length and cleaned
- No coloured nail varnish or nail art is to be worn
- At the time of the Matric dance consultation will happen with the headmaster to accommodate nail, hair and eyelash requests
- No other form of adornment may be worn with the exception of a small modest religious symbol or medic alert bracelet and watches
- Tattoos must not be visible at any time with any College uniform or on any excursions / Grade camps

If the above standards are not adhered to, the offending pupil may be sent home. Parents will be asked to ensure that their child complies with the requirements of the school authorities.

1.11.3 HAIRSTYLES

The hair code of conduct is designed to align with our TMC culture whereby one presents oneself with a sense of pride and belonging. It aims to be all-inclusive.

General principles for Boys and Girls:

- Hair must be neat
- Hair must be combed through
- Off the face
- Behind the ears
- No loose hair strands
- Washed
- No unnecessary decorations, e.g. Beads

Girls:

- Red, White and Black hair bands are the only colours to be used. Silver or black hairclips may be used
- Cornrows, natural dreadlocks and braids are permitted and must be run parallel to each other from the forehead to the nape of the neck
- Hair longer than the collar must be tied up with the appropriate accessories
- Colouring of hair is not permitted
- Hair buns must be neatly tied with no loose hair

Boys

- Cornrows, natural dreadlocks and braids are permitted and must be run parallel to each other from the forehead to the nape of the neck
- Only gradual fades are acceptable
- Hair must not be longer than the eyebrows or over the ears
- Side burns may be no longer than the earlobe
- Boys must be clean shaven. Boys needing to shave regularly will be informed to do so

1.11.4 EXEMPTIONS

TMC is an institution that celebrates diversity and thus should there be a cultural, religious or other deserving reason to deviate from the above rules then please engage the head of the high school.

1.12 ASSEMBLY AND PRAYERS

Assembly is a **formal** occasion. Pupils are expected to arrive quietly and be properly dressed. All pupils will be respectful during prayer times and will be quiet during such times.

Notices: A list of notices will be sent out to assembly and via electronic communication from the High School Secretary's office to all staff and pupils.

1.13 SICK ROOM

If for any reason you are not well, please get a note from your teacher, and take it to the High School Secretary who will record your absence from class and send you down to sick bay.

Any pupil who is sick will be sent home by the school nurse. The pupil must report back to the High School Secretary. **NO** pupil may take themselves directly to the School Nurse, without notifying and getting permission from either senior management or the High School Secretary.

No pupil may phone their parents to come and pick them up, without going through the correct channels.

1.14 CO-CURRICULAR ACTIVITIES

- Pupils must participate in school organised activities each year: Outreach and Cultural and/or Sporting activities (see Participation Policy for list of activities)
- Absence from co-curricular activities must be explained by a letter before the event or a direct approach to the relevant coach or staff member
- TMC sports/cultural attire must be worn at all practices and matches/ performances
- Behaviour should **AT ALL TIMES**, conform to the principles contained in the Thomas More College, High School Students' Code of Conduct.

1.15 SPECTATORS POLICY

- Your son/daughter is playing sport for his own enjoyment, not yours. Allow him/her to enjoy the game
- You and your child are representing the school. Please be mindful of the image that your words and actions might reflect.
- We respectfully ask that spectators give the referees and all players the respect that they deserve. They are all trying their best.
- Do not publicly question the referees' judgment or their honesty.
- **Please note that coaches, parents or spectators who are found to be behaving in an appropriate manner i.e. verbally abusing the referee, coaches or other spectators, will be asked to remove themselves from alongside the field of play before the match continues.**
- Children learn by example. Be a good example and applaud good play by both teams.
- Show respect for your child's opponents. Without them there would be no game.
- Encourage your child to play by the rules.
- Praise your child and his/her team on their efforts, not their result.
- Please remember that this is after all, just a game. If the game is played in the correct spirit, everyone will enjoy themselves

1.16 PARTICIPATION POLICY

Minimum expectations in the College:

Given the innate importance of every child's growth journey, the College has set out a minimum expectation, using a 2 Tier system, for Every Thomas More College pupil to facilitate their growth.

The Tier system will be available on all sports documentation.

Every pupil is to:

Participate in three tier 2 activities or one tier 1 and one tier 2 activity.

*please note that permanent members of the Tech Crew are not expected to participate in another activity given the inordinate number of hours required throughout the year from these pupils.

Failure to comply with the participation policy will jeopardize matric privileges.

1.17 HOUSES

The three houses are Dalberg (red), Hurley (black), and Savory (blue).

The house competition is based on:

- The Inter-house Swimming Gala and
- Inter-house Athletics

1.18 COMMUNITY AND SOCIAL PARTNERSHIPS (CSP)

Thomas More College, High School prides itself on the fact that we offer a structured CSP Programme. All children are expected to get involved in the respective CSP Programme for their Grade. The teacher in charge of the CSP in each grade will handle details of the CSP, under the supervision of the Senior H.O.D. - CSP.

1.19 MATRIC LEADERSHIP COUNCIL

Thomas More College, High School does not have a Prefect system. We believe in the ethos of self-discipline, where children are expected to carry themselves in a manner befitting the standard of the school. However, in August/September each year, the school democratically elects students in Grade 11 who form the executive on the Matric Leadership Council (MLC). The council is made up of different portfolios with a chairperson who is in charge of each portfolios. The MLC Executive consisting of a Headboy, Headgirl, Deputy Headboy and Deputy Headgirl, will lead the Whole Matric Body. Each pupil within the Grade 11 (July – Dec) Grade 12 (Jan – July) group will be involved within the MLC portfolio committees.

It is an honour to serve on the MLC. The MLC strives to operate under a servant leadership model.

1.20 SENIORITY

Seniority is a system that applies to the senior pupils in the High School. All Matric pupils who do not achieve their Seniority based on their participation from Grade 10 and 11 will not receive the following privileges:

- Matric jersey
- Hall seating during Assembly
- Use of the Matric Tuck-shop line
- Matric tie to be worn
- Allowed to sit inside the coffee shop
- Civvies may be worn to extra lessons during exam times

The privileges can be awarded once the pupil has fulfilled their participation commitments. If a Grade 12 pupil does not fulfil their Participation commitments, their privileges may be withdrawn.

1.21 DETENTION

Pupils may be given detention for a variety of reasons. These are clearly explained in the discipline code and the code of conduct.

- Friday Detention takes place every Friday for 2 hours and is taken by a Grade Controller.
- Saturday Detention is for two hours on a Saturday morning. Dates are calendarized and is supervised by a supervised by a senior management member.
- Uniform infringements and late coming will result in break detentions, whereby the pupil is required to stand outside the staffroom during both breaks.

No pupil may be excused from a Saturday detention. Pupils who fail to attend detention may be given Saturday Detention, (especially if they are repeat offenders). Pupils who miss Saturday Detention will be suspended from School. Pupils should report to the Duty Teacher's classroom.

Pupils will be given punishment by the teacher who put that student in detention.

The detention time may be used for cycle tests or other assessments missed due to illness or other legitimate excuses as determined by the head of academics.

Pupils may sit in silence in the detention venue to do homework.

1.22 TUCKSHOP

Good behaviour at the tuck shop is essential. Pupils are expected to line up in an orderly fashion and do not attempt to jump the queue or to get others to buy for them. They are expected to leave the tuck shop before the siren goes so that they are not late for class. The tuck shop is strictly out-of -bounds during lessons.

1.23 LITTERING AND GRAFFITI

These activities are directly frowned upon and should not take place. The school and its environs must be respected at all times especially since the whole school is regarded as a conservancy.

1.24 PROPERTY AND MATERIALS

- It is the responsibility of all pupils to take care of school property, as well as their own goods. The defacing of buildings, plants and desks is considered a serious misdemeanour
- Any breakage of, or damage to, school property must be reported immediately to a staff member
- Any purposeful damage will be paid for by the pupil concerned

1.25 DISCIPLINE

- Thomas More College, High School aims to develop a culture of self-responsibility, self-reliance and self-discipline, believing that all students are accountable for their action or lack of action
- Punishment will depend upon the nature of the offence and where possible, will include reparation of the wrongdoing
- The disciplinary process is discussed at length under the heading of the Thomas More College, High School Disciplinary Code.

Kindly refer to the Thomas More College, High School information policy regarding any issue not covered in this policy or contact your child's Phase Mentor.

ADDENDUM

1.27 Coronavirus Protocols

TMC has a comprehensive set of policies governing our behaviour on campus during this COVID-19 pandemic. Please refer to the TMC App for these policies. It is imperative that, pupils remain 1m apart from each other and a compliant cloth mask is worn. The Head of discipline will deal with pupils reported to him sternly.

HIGH SCHOOL FORMAL UNIFORM

(MUST BE WORN ON MONDAYS, WEDNESDAYS AND FRIDAYS AND AT ALL SPECIAL AND FORMAL SCHOOL OCCASIONS)



Girls' Formal Shirt



Girls' Grey 6 Panel Skirt



Girls' & Boys' Charcoal Jersey



Boys' Formal Shirt



Boys' Formal Long Sleeve Shirt
(to be worn with tie)



Charcoal Trousers



Girls' & Boys' Rain Jacket
(only on rainy or inclement weather days)



High School Blazer



Boys' Charcoal Ankle Socks



Girls' White Ankle Socks



High School Tie

*Black School shoes are to be worn with the above Formal uniforms. / Rain Jackets can only be worn in rainy/inclement weather.
Black stockings can be worn throughout the year. / Hoodies cannot be worn with formal uniforms.*



Thomas More College
An Inspired Education

HIGH SCHOOL CASUAL UNIFORM

(CAN BE WORN ON TUESDAYS & THURSDAYS)



Girls' & Boys' Grey
Sports Shirt



Girls' & Boys' White
Tour Shirt



Girls' Black
Sports Shorts



Boys' Black
Sports Shorts



Girls' & Boys'
Tracksuit



Girls' & Boys' Hoodie
(no branded tow Hoodies
are allowed)



Girls' & Boys'
Rain Jacket (only on rainy or
inclement weather days)



White
Ankle Socks

Sports takkies must be worn with the above Casual Uniform.

School Jerseys cannot be worn with the Casual Uniform.

Rain Jackets can only be worn in rainy/inclement weather.

Hoodies can only be worn in the 3rd Term.

Name of Policy: PUPIL'S CODE OF CONDUCT, GENERAL INFORMATION AND HOUSE RULES 2022

Review Dates:	Reviewed By:	Approved By:
November 2021	HS Leadership Team	Stephen Ireland Executive Committee