

# **Rules and regulation of Mel International School**

## **Attire**

### **1. School Uniform**

- Upon enrolment, the school will liaise with parents and guardians regarding the ordering of its uniform. The school has high expectations of wearing right uniform colors, with all clothing to be worn correctly and cleaned frequently. There are both winter and summer uniforms.
- It is compulsory that all learners from 3 years upwards wear the correct uniform.
- Sloppy, untidy appearance will not be tolerated.
- Serious or respected infringement of the uniform will result in the removal from class until his/her appearance is satisfactory. Incorrect school bags, jersey, jackets and beanies will be confiscated.

### **2. Hair**

- In general, the school's hair policy asks that it be kept neat and well-maintained, with short, neutral styles for males. For females, descent afros are permitted, with extensions also allowed for females, if they are natural in color and tied up, pleated, or bound neatly. Hair coverings or wigs are allowed only for medical or religious reasons.

### **3. Nails**

- Learner's nails have to be kept short, neat and tidy.
- No nail polish allowed.

### **4. Make-up/Jewelry/Toys/Gun**

- Children are not allowed to come to school wearing lipstick or nail polish. No jewelers are allowed except for sleepers or ear studs without jewels for girls.
- Toys are also not allowed as they may get broken and will be confiscated until the end of the term.
- No child is allowed to come to school chewing gum (i.e., chappies etc.)

## **Discipline**

### **5. Merits and Demerit Points**

- Learners are to be kept neat and clean.
- Any child found to be unruly, rude in class, inappropriate touching, verbal or physical threats to teachers, learners or other staff member and not abiding to the school rules, the learner will be given demerit points appropriate to the incident.
- **A list of merit/demerit points is attached to the child's communication book.**

### **6. Cellphones**

- No cell phone is allowed at school.
- If brought to school, it will be confiscated and only be returned at the end of the year.

### **7. School Hours**

**Grade 1 to Grade 3**

Monday to Friday 07:00 to 2:00

**Grade 4 to Grade 10**

Monday to Friday 07:00 to 14:30

All learners will be allowed in the waiting area for 30 minutes from the dismissal time thereafter they will be left under the supervision of the security guards as the teachers will not be available

Please ensure that the transport arrangements of our learners are in place so that the above arrangements do not have any influence on your child.

**8. Late coming**

- Children are to be at school no later than 07:30am.
- The gate will be closed at 08:00am and learners are to come to reception so that they can be taken to their respective classes.

**9. Crime and Violence**

- Criminal activities and violence of any sort will not be tolerated. In case a crime had been committed, authorized will be notified and parents will be held culpable.
- Bullying is not allowed completely unacceptable. This includes verbal bullying, emotional bullying, physical bullying, cyber-bullying and social bullying.
- Learners must refrain from all forms of abuse. This includes verbal abuse, physical abuse, sexual abuse and social abuse. Any action a learner performs against another that could potentially cause harm is considered abuse. This includes teasing and taunting.
- Assault against peers or teachers will be dealt with sternly and may lead to expulsion.

**10. Damage to text books/ school property**

- Any damage to text books (which remains property of the school) or school property by any child, the parent of said child will be held responsible to either refund or replace the books or property damaged or destroyed with immediate effect.

**11. Absenteeism**

- If a child is absent from school a telephone call should be made to the school by latest 08:30am on the day of his/her absence.
- A medical certificate is required for a period of more than 3 days.
- Absence during examinations and cycle tests ALWAYS requires a medical certificate.
- Parents are asked to avoid making appointments during school hours.

**12. Class Rules**

- Learners are to adhere to the classroom rules and if not abiding to them they will be given demerit points.

**13. Injury or illness during school hours**

- If a learner gets hurt or becomes ill during school hours, it will be reported immediately to the office.
- A third party with a parent's confirmation, may fetch that said learner from school.