



WILMARY CHRISTIAN LEARNING CENTRE

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Learners' code of conduct

- 1.1.1 Learners should attend school regularly. The school enforces zero tolerance to absenteeism.
- 1.1.2 The parent/ guardian should report any absence to the school before the day of absence.
- 1.1.3 No learner should leave the school premises without permission which should be granted by the principal.

1.2 Rules for learners

- 1.2.1 Learners should be aware that whilst they have rights, others have similar rights too and they must be respected.
- 1.2.2 Learners should respect their educators and do all the work given by the teachers.
- 1.2.3 Learners should recognize that their educators are experienced adults who have been trained for their work and they can benefit from them.
- 1.2.4 Learners should act with difference and respect towards administrative and grounds staff. Visitors to the school should be assisted politely with respect.
- 1.2.5 Learners should respect the environment and school facilities. There must be communal responsibility for the conservation of the nature.
- 1.2.6 Learners may not incite violence.
- 1.2.7 Learners are not allowed to leave the school without permission from the principal.
- 1.2.8 Learners should avoid any actions that disrupt lessons or infringe the right of the educators to teach or learners to learn.
- 1.2.9 Learners have to be punctual to all the time. They should respond to the bell at all times.
- 1.2.10 No learner should be seen walking around or making noise during lessons.



1.3 Disciplinary measures

1.3.1 Offences

- 1.3.1.1 Leaving books at home.
- 1.3.1.2 Not doing school work
- 1.3.1.3 Failure to attend lesson on time.
- 1.3.1.4 Cheating in class test or exams.
- 1.3.1.5 Dishonesty
- 1.3.1.6 Arrogance/ rudeness
- 1.3.1.7 Fighting
- 1.3.1.8 Smoking
- 1.3.1.9 Truancy
- 1.3.1.10 Bad behavior

1.4 Disciplinary action

> This should be done in line with Education Act and government policies and procedures.

1.4.2.1 Verbal warning

1.4.2.2 Detention

1.4.2.3 Small manual task e.g sweeping the classroom

1.4.2.4 extra constructive work.

Five times of these offences will cause a letter to be written to the parent/ guardian who should respond. The response is then filed in the learner's admission file. Another (the sixth) offence will result in the parent being summoned to the school for consultation. Punishment is given. A copy of the punishment discussion with the parent is filed in the learner's profile. Some offences depending on the nature may lead to suspension or even expulsion. Corporal punishment shall never be used.

1.5 Appeals and Grievances procedure

- All learners shall be subjected to free and fair hearing.
- Learners who commit offences deemed to be serious shall appear before the disciplinary committee.

- A verdict on the offence shall be reached and learners are free to appeal to the disciplinary committee.
- This should be done in writing in liaison with the parent or guardian.

Procedure for learners

- All the grievances shall be channeled through the prefects, to the class teacher, to the HOD finally to the Principal.
- Grievances can be submitted verbally and/or in written form.

NB: THE CODE OF CONDUCT SHOULD BE READ IN CONJUNCTION WITH THE GENERAL SCHOOLS POLICY