



**CORE**EDUCATION  
EVERY CHILD MATTERS

## MERIT AND DEMERIT POLICY

**Date of review of policy**

September 2025

**Date of next review**

September 2026

### Review members:

- Ms L van Vuuren – Head of Human Resources
- Mrs L Moyo – Head of Academics
- Mr J Smit – Executive Discipline Manager

### 1. SCHOOL RULES

The rules of the school must be adhered to:

- When a learner is on the school premises
- During extra mural activities and school functions
- When a learner represents the school
- When a learner appears in public in school uniform.

### 2. DEMERIT SYSTEM

The main purpose of the Merit and Demerit system is to encourage learners to behave in line with the People; Integrity; Perverserance; and Excellence (PIPE) values of the school, thereby creating a culture of discipline and value-based education and behaviour.

The system works as follows:

- Learners start with 0 points
- All Violations/Demerits and Recognitions/Merits are logged on the conduct list (d6 Plus)

- Recognitions and Violations not logged on d6 Plus will not be considered
- Recognitions are given for positive behaviours for example: “Assisting Educator”
- Learners will receive behavioural reminders before Level 1 demerits or violations with values of -5 are formally recorded. This graduated approach is intended to promote accountability and provide learners with an opportunity to correct minor behavioural concerns before formal disciplinary measures are applied. However, the other Level 1 to Level 3 violations/demerits shall be enforced immediately upon occurrence of misconduct, academic infractions, or negative behavioural conduct, without the provision of prior verbal warnings. Examples of such violations include, but are not limited to, “Homework not done” or “Leave class without permission”.

Violations are classified according to 4 different level of transgressions:

- Level 1 transgressions which have values of (-5;-10;-25).
  - Level 2 transgressions, which have a value of (-50): Inform parents via email or phone and the learner must attend Detention.
  - Level 3 transgressions, which have a value of (-100): Disciplinary Discussion with parents. During this discussion, certain decisions must be made in conjunction with the parents e.g. Daily Conduct Assessment, Final Warning, etc. and the learner must attend 2 Detentions.
  - Level 4 transgressions which has a value of (-200): Immediate Disciplinary Hearing, which could lead to 4 Detentions/Final Warning/Expulsion with Notice or Immediate Expulsion. For certain transgressions, a learner will be suspended until the disciplinary hearing.
- Recognitions and Violations are indicated separately on the Conduct Report of the learner
  - Some conducts are only for informative reasons for example “Parents informed about academic issues”
  - The learner must attend detention if the Violations total reaches -50 or more
  - Once the learner has attended detention, “Detention attended” is automatically added to the Violations column to reduce the negative marks
  - Where a learner does not attend detention without a valid reason “Bunking Detention” will be added as a Violation
  - Should the Violations again reach -50 or more, the learner must attend detention for a second time
  - A disciplinary meeting shall be convened involving the Discipline Co-ordinator, relevant teaching staff, and the parent(s)/guardian(s) of the learner following the learner’s attendance of a second detention resulting from repeated Level 1 and Level 2 transgressions. This meeting aims to address the learner’s behavioural patterns, reinforce expectations, and collaboratively determine appropriate corrective measures.
  - In the event that a learner's cumulative violations reach -50 points for the third time within a single academic year, due to repeated Level 1 and Level 2 infractions, the learner shall be required to attend a third detention. Following this, the learner’s parent(s)/guardian(s) will be invited to participate in a Disciplinary Discussion with the Discipline Manager and the Principal.

During this meeting, a final warning will likely be issued, clearly stating that should the learner be assigned a fourth detention, they will be subject to a formal Disciplinary Conduct Hearing to determine further disciplinary action”

- Should the Violations of the learner reach -50 or more, for the fourth time during the year, a Disciplinary Conduct Hearing will be held after the learner attended detention. In this case a disciplinary committee will decide on an outcome and an appropriate sanction.
- According to the Learner Admission Contract (LAC)
  - 6.1 The admission of the Learner as a learner at the School may be terminated in accordance with any one or more of the following sub-paragraphs, subject however always to any relevant provisions of the Schools Act –
    - 6.1.3 by the School Providers giving at least a complete School Terms notice to that effect to the Parents (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School)
- In cases involving Level 3 violations, a Disciplinary Discussion shall be convened between the Discipline Manager and the learner’s parent(s)/guardian(s) to address the severity of the misconduct. The learner shall be assigned two detentions automatically, without the need for prior warnings, reflecting the serious nature of the transgression.
- If a learner has received two Level 3 transgressions, the matter is escalated directly to a Disciplinary Hearing.
- In the event of a Level 4 violation, a Disciplinary Hearing shall be convened to assess the severity of the misconduct and determine appropriate consequences. In cases involving severe infractions, the learner may be suspended immediately pending the outcome of the hearing.

Further information regarding the procedures, rights, and structure of disciplinary hearings can be found in the Discipline Hearings and Procedures Policy.
- The Disciplinary Chairperson will decide on the appropriate outcome and sanction, which could include, but is not limited to: Suspension, Final Warning, Conditional Admission, Conditional Re-Admission, Counselling, Expulsion with Notice or Immediate Expulsion
- According to the Learner Admission Contract (LAC)
  - 7.6 The Parents hereby –
    - 7.6.1 confirm that the School Providers reserve the right to apply the consequences of its disciplinary policies, including the requirement for a learner to attend detention outside of normal school hours, suspension and/or expulsion, irrespective of whether the Learner commits a breach of its behavioural code on or outside of the School Premises;
    - 7.6.14 confirms that if a parent and/or Learner does not adhere to the consequences of the disciplinary policies of the school, including the requirement for a learner to attend detention outside of normal school hours, the requirement for a parent to avail himself/herself for either a disciplinary discussion or a disciplinary hearing and the refusal to acknowledge by signing a conditional admission and/or a final written warning given to the learner due to the outcome of a disciplinary discussion or disciplinary hearing, the admission of

the Learner at the school will be terminated as it is seen as an act of breaching this Contract.

- Parents can at any time request a copy of the Code of Conduct Report of a learner
- A summary of the Code of Conduct Report will be e-mailed to all parents once a term
- Parents can appeal the outcome of a Disciplinary Hearing in writing within 7 days of the outcome of the hearing. The grounds for appeal must be clearly indicated  
The outcome of an appeal can be one of the following:
  1. The Outcome is upheld
  2. The Outcome is overturned
  3. The Sanction can be changed.

### 3. RECOGNITIONS AND VIOLATIONS LIST:

DESCRIPTION	CATEGORY	TYPE	POINTS
100% SCHOOL ATTENDANCE ( <b>Register Teachers Quarterly</b> )	Academics	Recognition	20
ACADEMIC SUBJECT AVERAGE 80%+ ( <b>Quarterly</b> )	Academics	Recognition	40
ACADEMIC SUBJECT AVERAGE INCREASED 10%+ ( <b>Term2 and Term3</b> )	Academics	Recognition	20
ACADEMICS DISCUSSED WITH LEARNER	Information	Information	0
ALTERCATION – PHYSICAL ( <b>Investigation - Hearing</b> )	Level 4 (-200)	Violation	-200
ALTERCATION – PHYSICAL RETALIATION/DEFENCE	Level 2 (-50)	Violation	-50
ASSAULT- serious bodily harm/injuries ( <b>Suspension - Hearing</b> )	Level 4 (-200 )	Violation	-200
ASSIST FELLOW LEARNERS	General Behaviour	Recognition	10
ASSISTING EDUCATOR/STAFF MEMBER	General Behaviour	Recognition	15
ATTENTION NOT PAID IN CLASS	Level 1 (-5;-10;-25)	Violation	-5
BOOKS/EQUIPMENT NOT WITH LEARNER DURING CLASS	Level 1 (-5;-10;-25)	Violation	-10
BULLYING ( <b>Disciplinary Discussion + Final Warning</b> )	Level 3 (-100)	Violation	-100
BUNKING THE WHOLE PERIOD	Level 2 (-50)	Violation	-50
BUNKING DETENTION- <b>Inform Parent</b>	Level 2 (-50)	Violation	-50
BUNKING EXTRA CURRICULAR ACTIVITY – SPORT/CULTURE	Level 1 (-5;-10;-25)	Violation	-25
BUNKING SCHOOL- ( <b>Discipline Discussion</b> )	Level 3 (-100)	Violation	-100
CELLPHONE/TABLET NON-ACADEMIC USE ( <b>Parent contacted</b> )	Level 2 (-50)	Violation	-50
HEADPHONES/EARBUDS WORN/USED AT SCHOOL	Level 1 (-5;-10;-25)	Violation	-10
CHEWING IN CLASS	Level 1 (-5;-10;-25)	Violation	-5
CLASSWORK NOT DONE/INCOMPLETE	Level 1 (-5;-10;-25)	Violation	-10
CORRECTIONS NOT DONE FOR HOMEWORK/CLASSWORK	Level 1 (-5;-10;-25)	Violation	-10
CONDUCT AND BEHAVIOUR DISCUSSED WITH LEARNER	Information	Information	0
DAMAGE ANY SCHOOL PROPERTY	Level 2 (-50)	Violation	-50
DILLIGENT ACADEMIC WORK	Academics	Recognition	10
DISCIPLINARY DISCUSSION HELD WITH PARENTS	Information	Information	0
DISCIPLINARY HEARING HELD	Information	Information	0
DISCRIMINATION ( <b>Investigation - Hearing</b> )	Level 4 (-200)	Violation	-200
DISHONESTY ( <b>Inform Parents</b> )	Level 1 (-5;-10;-25)	Violation	-25
DISREGARD INSTRUCTIONS AND/OR RULES	Level 1 (-5;-10;-25)	Violation	-10

DISREGARD PREFECTS/RCL INSTRUCTIONS	Level 1 (-5;-10;-25)	Violation	-5
DISREPUTE THE NAME OF THE SCHOOL <b>(Disciplinary Hearing)</b>	Level 4 (-200 )	Violation	-200
DISRESPECTFUL TOWARDS STAFF <b>(Disciplinary Hearing)</b>	Level 4 (-200 )	Violation	-200
INTERRUPT LESSON	Level 1 (-5;-10;-25)	Violation	-25
EXAMINATION - FAILURE TO ATTAIN PASSING GRADE	Information	Violation	0
EXAM RESULTS 80%+	Academics	Recognition	20
EXTRA EFFORT WITH SCHOOL WORK	Academics	Recognition	10
FINAL WRITTEN WARNING	Information	Violation	0
FORMAL TASK - FAILURE TO ATTAIN PASSING GRADE	Information	Violation	0
FOUND IN RESTRICTED/PROHIBITED AREA	Level 2 (-50)	Violation	-50
FORMAL TASK IRREGULARITY <b>(SAIC Discipline Discussion)</b>	Level 3 (-100)	Violation	-100
FORMAL TASK RESULT 80%+	Academics	Recognition	20
FORMAL TASK SUBMITTED LATE/NON-SUBMISSION	Level 1 (-5;-10;-25)	Violation	-10
FORMAL TEST - FAILURE TO ATTAIN PASSING GRADE	Information	Violation	0
FORMAL TEST RESULT 80%+	Academics	Recognition	20
GAMBLING	Level 2 (-50)	Violation	-50
GROOMING INCORRECT	Level 1 (-5;-10;-25)	Violation	-5
HOMEWORK NOT DONE/INCOMPLETE	Level 1 (-5;-10;-25)	Violation	-10
HOMEWORK COPIED	Level 1 (-5;-10;-25)	Violation	-10
HONESTY – HANDED IN LOST GOODS/MONEY	General Behaviour	Recognition	20
IMPROVEMENT IN BEHAVIOUR	Academics	Recognition	10
INAPPROPRIATE SOCIAL INTERACTION TOWARDS STAFF MEMBER (Suspension-Hearing)	Level 4 (-200 )	Violation	-200
INTERVENTION ATTENDED	Academics	Recognition	10
INTERVENTION BUNKED	Level 2 (-50)	Violation	-50
INTIMIDATION/THREATENING FELLOW LEARNER <b>(Discipline Discussion - Final Warning)</b>	Level 3 (-100)	Violation	-100
INAPPROPRIATE MUTUAL PHYSICAL CONTACT Kissing/Fondling <b>(Suspension - Disciplinary Hearing)</b>	Level 4 (-200)	Violation	-200
INAPPROPRIATE UNWANTED PHYSICAL CONTACT Kissing/fondling <b>(Suspension - Disciplinary Hearing)</b>	Level 4 (-200 )	Violation	-200
PROVOKING/INCITING PHYSICAL ALTERCATION	Level 2 (-50)	Violation	-50
IRREGULARITY IN EXAM <b>(SAIC Hearing)</b>	Level 4 (-200 )	Violation	-200
IRREGULARITY IN FORMAL TEST <b>(SAIC Discipline Discussion)</b>	Level 3 (-100)	Violation	-100
LATE ARRIVAL AT SCHOOL	Level 1 (-5;-10;-25)	Violation	-10
LATE ARRIVAL WITH A VALID REASON	Information	Violation	0
LEAVE CLASS WITHOUT PERMISSION	Level 1 (-5;-10;-25)	Violation	-25
LATE FOR CLASS	Level 1 (-5;-10;-25)	Violation	-10
LITTERING	Level 1 (-5;-10;-25)	Violation	-5
MISCONDUCT DURING DETENTION	Level 1 (-5;-10;-25)	Violation	-25
MISCONDUCT DURING LINE-UP/ASSEMBLY	Level 1 (-5;-10;-25)	Violation	-5
NEATNESS – Uniform Check <b>(Register teacher)</b>	General Behaviour	Recognition	5
NOTICE OF DETENTION GIVEN	Information	Violation	0
PARENTS INFORMED ABOUT ACADEMIC ISSUES	Information	Violation	0
PARENTS INFORMED ABOUT LEARNER CONDUCT/BEHAVIOUR	Information	Violation	0
PARENTS INFORMED ABOUT HABITUAL ABSENTEEISM <b>(Register teacher - Monthly)</b>	Information	Violation	0
PARTICIPATE IN PROVINCIAL EXTRA CURRICULAR EVENTS	Sport/Culture	Recognition	40

PARTICIPATE IN SCHOOL CULTURAL ACTIVITIES	Sport/Culture	Recognition	20
PARTICIPATE IN SCHOOL SOCIAL FUNCTION	Sport/Culture	Recognition	20
PARTICIPATE IN SCHOOL SPORT ACTIVITIES	Sport/Culture	Recognition	20
PHYSICALLY ASSAULTING STAFF <b>(Suspension - Hearing)</b>	Level 4 (-200 )	Violation	-200
PIPE VALUES - RESPECTFUL AND KIND	General Behaviour	Recognition	20
PIPE VALUES - INTEGRITY AND HELPFUL	General Behaviour	Recognition	20
PIPE VALUES – PERSEVERANCE AND COMMITMENT	General Behaviour	Recognition	20
PIPE VALUES - EXCELLENT DISCIPLINE	General Behaviour	Recognition	20
PICKING UP LITTER / PLAYGROUND CLEANED	General Behaviour	Recognition	5
POSITIVE DRUG TEST <b>(Discipline Discussion)</b>	Level 3 (-100)	Violation	-100
POSITIVE FOLLOW-UP DRUG TEST <b>(Disciplinary Hearing)</b>	Level 4 (-200)	Violation	-200
POSSESSION OF DANGEROUS WEAPON <b>(Suspension - Hearing)</b>	Level 4 (-200 )	Violation	-200
POSSESSION OF FIREARM <b>(Suspension - Hearing)</b>	Level 4 (-200 )	Violation	-200
POSSESSION OF IMITATION FIREARM, AIRGUN, BB GUN <b>(Disciplinary Hearing)</b>	Level 4 (-200 )	Violation	-200
POSSESSION OF INADMISSIBLE OBJECTS (Lighters/Matches/Roll-up paper/Medication)	Level 2 (-50)	Violation	-50
POSSESSION/DISTRIBUTING/USING DRUGS <b>(Suspension - Hearing)</b>	Level 4 (-200 )	Violation	-200
POSSESSION/USING OF INTOXICATING SUBSTANCE <b>(Disciplinary Hearing)</b>	Level 4 (-200 )	Violation	-200
POSSESSION/USING OF CIGARETTES /VAPE <b>(Drug Test/Disciplinary Discussion – Final Warning)</b>	Level 3 (-100)	Violation	-100
POSSESSION/USING OF VAPE AND TEST POSITIVE FOR DRUGS <b>(Disciplinary Hearing)</b>	Level 4 (-200 )	Violation	-200
POSSESSION/USING/DISTRIBUTION OF ALCOHOL/LIQUOR <b>(Hearing)</b>	Level 4 (-200 )	Violation	-200
POSSESSION/VIEWING/DISTRIBUTION OF PORNOGRAPHY <b>(Disciplinary Hearing)</b>	Level 4 (-200 )	Violation	-200
PUBLISHING PICTURES / VIDEOS ON SOCIAL MEDIA WITHOUT CONSENT <b>(Discussion - Final Warning)</b>	Level 3 (-100)	Violation	-100
RUDE BEHAVIOUR TOWARDS STAFF <b>(Teacher/Parent Meeting)</b>	Level 2 (-50)	Violation	-50
SCHOOL RULES DISCUSSED <b>(Quarterly)</b>	Information	Violation	0
SCHOOL UNIFORM INCORRECT	Level 1 (-5;-10;-25)	Violation	-5
SELLING OF GOODS AND PRODUCTS ON SCHOOL PROPERTY	Level 2 (-50)	Violation	-50
SEXUAL INTERCOURSE / MANUAL INTERCOURSE <b>(Suspension - Disciplinary Hearing)</b>	Level 4 (-200 )	Violation	-200
SEXUAL VIOLENCE/ATTEMPTED RAPE <b>(Suspension-Hearing)</b>	Level 4 (-200 )	Violation	-200
SUSPENSION COMPLETED	Information	Violation	0
SUSPENSION COMMENCED	Information	Violation	0
TALKING WITH FRIENDS DURING LESSON	Level 1 (-5;-10;-25)	Violation	-5
TAMPERING WITH LEARNER PROPERTY	Level 1 (-5;-10;-25)	Violation	-25
TAMPERING WITH SCHOOL PROPERTY <b>(Disciplinary Discussion)</b>	Level 3 (-100)	Violation	-100
TAMPERING WITH STAFF PROPERTY <b>(Disciplinary Discussion)</b>	Level 3 (-100)	Violation	-100
THEFT/POSSESSION OF STOLEN GOODS <b>(VALUE ABOVE R100 -Disciplinary Hearing)</b>	Level 4 (-200 )	Violation	-200

THREATEN STAFF VERBALLY/WRITTEN <b>(Suspension - Disciplinary Hearing)</b>	Level 4 (-200 )	Violation	-200
THREATEN WITH A WEAPON/FIREARM <b>(Suspension - Hearing)</b>	Level 4 (-200 )	Violation	-200
TOP 10 ACADEMIC PERFORMANCE <b>(Quarterly)</b>	Academics	Recognition	10
UNACCEPTABLE SOCIAL BEHAVIOUR – VERBAL	Level 1 (-5;-10;-25)	Violation	-25
UNACCEPTABLE SOCIAL BEHAVIOUR PHYSICAL	Level 1 (-5;-10;-25)	Violation	-25
UNSAFE BEHAVIOUR(Unintentional injury/accident)	Level 1 (-5;-10;-25)	Violation	-10
UNAPPROVED POSSESSION OF PROPERTY <b>(Value up to R100)</b>	Level 2 (-50)	Violation	-50
VANDALISM <b>(Disciplinary Hearing)</b>	Level 4 (-200 )	Violation	-200
WALKING AROUND OUTSIDE CLASS/LOITERING	Level 1 (-5;-10;-25)	Violation	-10

#### 4. AMENDMENTS TO POLICY

The School reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the School or legal developments.