



Henley High & Preparatory School

UNIFORM POLICY:

School Uniform:

1. Full school uniform (detailed below), is to be worn at all times when on the school premises.

Little Bees (boys and girls)

- Any black pants, shorts or skirts.
- Summer: Henley High and Preparatory School green short sleeve golf shirt.
- Winter: Henley High and Preparatory School navy blue long sleeve golf shirt.
- Predominantly black tekkies.
- Plain black socks.
- Cap is optional but recommended.
- No pyjamas or slippers may be worn to school.
- Shoes must be worn every day for safety reasons. Uneven surfaces and fields may harm Learners feet.

Grade R (boys and girls):

Summer

- Henley High and Preparatory School green short sleeve golf shirt.
- Short black pants or jeans.
- Cap is optional but recommended.
- Predominantly black tekkies.
- Plain black socks.

Winter

- Henley High and Preparatory School navy blue long sleeve golf shirt.
- School Tracksuit.
- Predominantly black tekkies.
- Plain black socks.
- Only school released beanies, scarves and gloves may be worn.

Grade 1 – 3:

Boys uniform:

Blazers and ties only need to be worn on Monday's and to all functions

Summer

- Black formal school shorts.
- White collared school shirt with Henley High and Preparatory School badge on pocket.
- Green school jersey.
- Long black socks.
- Black lace-up school shoes.

Blazers and ties only need to be worn on Monday's and to all functions

Winter

- Long black formal school trousers (no chino's or jeans).
- White collared school shirt with Henley High and Preparatory School badge on pocket.
- Green school jersey.
- Plain black socks.
- Black lace-up school shoes.
- Only school released beanies, scarves and gloves may be worn.

Girls uniform:

Blazers and ties only need to be worn on Monday's and to all functions

Summer

- Tartan skirts.
- White collared school shirt with Henley High and Preparatory School badge on pocket.
- Green school jersey.
- Black school shoes (baby dolls or lace-up).
- Plain black short socks.

Blazers and ties only need to be worn on Monday's and to all functions

Winter

- Tartan skirts or long black formal school trousers (no chino's or jeans).
- Long black socks or black stockings to be worn with tartan skirt.
- Plain black socks or black stockings to be worn with long black formal school trousers.
- White collared school.
- Green school jersey.
- Only school released beanies, scarves and gloves may be worn.

Grade 4 – 6:

Boys uniform:

Blazers and ties only need to be worn on Monday's and to all functions

Summer

- Black formal school shorts or long black formal school trousers (no chino's or jeans).
- White collared school shirt with Henley High and Preparatory School badge on pocket.
- Green school jersey.
- Black leather belt with plain buckle.
- Long black socks to be worn with formal school shorts.
- Plain black socks to be worn under long black formal school trousers.
- Black lace-up school shoes.

Blazers and ties only need to be worn on Monday's and to all functions

Winter

- Long black formal school trousers (no chino's or jeans).
- White collared school shirt.
- Green school jersey.
- Black leather belt with plain buckle.
- Plain black socks.
- Black lace-up school shoes.
- Only school released beanies, scarves and gloves may be worn.

Girls uniform:

Blazers and ties only need to be worn on Monday's and to all functions

Summer

- Tartan skirts.
- White collared school shirt with Henley High and Preparatory School badge on pocket.
- Green school jersey.
- Black school shoes (baby dolls or lace-up).
- Plain black short socks.

Blazers and ties only need to be worn on Monday's and to all functions

Winter

- Tartan skirts or long black formal school trousers (no chino's or jeans).
- Long black socks or black stockings to be worn with tartan skirt.
- Plain black socks or black stockings to be worn with long black formal school trousers.
- White collared school shirt.
- Green school jersey.
- Only school released beanies, scarves and gloves may be worn.

Grade 7 – 12:

Boys uniform:

Blazers and ties to be worn everyday

Summer

- Long black formal school trousers (no chino's or jeans).
- No formal black shorts may be worn.
- White collared school shirt.
- Green school tie.
- Green school jersey.
- Blazer.
- Black leather belt with plain buckle.
- Plain black socks to be worn under long black formal school trousers.
- Black lace-up school shoes.

Blazers and ties to be worn everyday

Winter

- Long black formal school trousers (no chino's or jeans).
- White collared school shirt.
- Green school tie.
- Green school jersey.
- Blazer.
- Black leather belt with plain buckle.
- Plain black socks to be worn under long black formal school trousers.
- Black lace-up school shoes.
- Only school released beanies, scarves and gloves may be worn.

Girls uniform:

Blazers and ties to be worn everyday

Summer

- Tartan skirts or long black formal school trousers (no chino's or jeans).
- White collared school shirt.
- Green school tie.
- Blazer.
- Green school jersey.
- Black school shoes (baby dolls or lace-up).
- Plain black short socks.
- Plain black socks or black stockings to be worn with long black formal school trousers.

Blazers and ties to be worn everyday

Winter

- Tartan skirts or long black formal school trousers (no chino's or jeans).
- Long black socks to be worn with tartan skirt.
- Plain black socks or black stockings to be worn with long black formal school trousers.
- White collared school shirt.
- Green school tie.
- Green school jersey.
- Blazer.
- Only school released beanies, scarves and gloves may be worn.

Grade 12 uniform privileges

- *Plain black school skirts (girls).*
- *School issued black matric tie.*
- *Long black socks (all year round)*
- *Matric jackets and ties to be worn every Friday.*

2. All items must be clearly marked with the learner's full name and surname.
3. When wearing the PT kit (black), the tracksuit top must be worn, not the school jersey.
4. The school tracksuit top and/or green drimac may not be worn with the formal school uniform.
5. Learners who engage in physical games during breaks may remove their blazers but it must be correctly worn immediately after break.
6. Our school uniform is to be treated with respect. The shirt tucked in at all times, shoes polished and all items clean.
7. When Learners appear in public outside school premises, the uniform must be worn in full or not at all. When in uniform our school code of conduct is in place.
8. Incorrect uniform or incorrect wearing of our uniform will lead to action being taken against the student, this could include demerits.
9. Full school uniform (with tie) needs to be worn to **all** school functions, including parents' evenings. Learners who are spectators at extra mural events must also be in full school uniform.
10. Learners with unacceptable hairstyles according to the criteria laid out below will be given 48 hours to correct their hairstyle, failing to do so, they will receive demerits according to the code of conduct.
11. Learners are not allowed to have tattoos or any other form of body art visible whilst wearing school uniform or sports clothes. This applies to civvies days as well.

Civvies:

- Appropriate casual clothes, not revealing in any way (no crop tops, low cut, low rise pants).
- Girls may not wear gym pants.
- Hair must be tied up and out of the eyes.
- No gel or hair products allowed.
- Tekkies or any flat, comfortable shoes may be worn.
- No slip slops or board shorts.

Extra mural uniform

Physical Education (PE) kit

To be worn for all sports practises and during PE lesson

- School issued black and white sports vest.
- School issued black shorts.
- Plain black short socks.
- Sports shoes (tekkies).
- School tracksuit may be worn with the PE kit.
- Green school jersey may NOT be worn with the PE kit.

Sports uniform

To be worn for matches only

- School issued green and yellow sports vest.
- School issued green and yellow shorts.
- Plain white socks.
- Sports shoes (tekkies).
- School tracksuit may be worn with the sports uniform.
- Green school jersey may NOT be worn with the sports uniform.

Swimming uniform

Boys:

- Plain black swimming shorts or tights.
- Plain black swimming cap.
- Goggles are optional.

Girls:

- Plain black full costume (no bikini's or 2 piece costumes allowed).
- Plain black swimming cap.
- Goggles are optional.



Henley High & Preparatory School

CONDUCT POLICY

The school's disciplinary procedure is as follows:

Grade R – 3

Demerits

A learner is issued with ONE (1) demerit after they have received FIVE (5) warnings in class. These are issued by their class teacher and noted in the learner's diary.

Merits

A learner is issued with ONE (1) merit after they have received FIVE (5) stars in each subject book. These are issued by their class teacher and noted in the learner's diary.

Merit awards

NO. OF MERITS	Award / Reward
10	Yellow certificate / Civvies day Friday
15	Yellow certificate / Civvies day Friday
20	Green certificate / Civvies day Friday
25	Green certificate / Civvies day Friday
30	Blue certificate / Civvies day Friday
35	Blue certificate / Civvies day Friday
40	Red certificate / Civvies day Friday
50	Civvies day Friday/ Tuck shop credit/ Letter of commendation

Grade 4 – 12

Demerits

A learner will be issued with a Friday afternoon detention for an accumulation of every FIVE (5) demerits.

Twenty demerits: First letter of notification and a Friday afternoon detention.

Forty demerits: Second letter of notification and a Friday afternoon detention.

These two letters serve as the first letter of warning. (reverse suspension)

Fifty demerits: One week suspension and disciplinary meeting with parents. No refund of school fees. This serves as the second letter of warning.

Eighty demerits: Final letter of notification / letter of warning.

One hundred demerits: Disciplinary hearing / expulsion.

Please note that the school reserves the right to remove a learner's exam privileges as well as the attendance of any excursions / outings due to an accumulation of demerits.

Merits

Awards issued for merits:

Grade 4 – 7

NO. OF MERITS	Award / Reward
20	Civvies day Friday
40	Civvies day Friday/Yellow certificate
60	Civvies day Friday/ Green certificate
80	Civvies day Friday/ Blue certificate
100	Civvies day Friday/ Red certificate
150	Civvies day Friday/ Tuck shop credit/ Letter of commendation

Grade 8 – 12

NO. OF MERITS	Award / Reward
30	Civvies day Friday
60	Civvies day Friday
90	Civvies day Friday
100	Civvies day Friday
150	Civvies day Friday/ Tuck shop credit/ Letter of commendation

PRINCIPLES OF THE CONDUCT POLICY (MERIT AND DEMERIT):

- Merits do not cancel out demerits.
- Merits and demerits are valid for a school calendar year.
- Learners that are expelled are not refunded school fees for the term in which they are expelled.
- The school's disciplinary committee deals with all matters of discipline beyond the issuing of debits and merits, which is the responsibility of staff and coaches. The committee is the final arbiter on the issuing of demerits.
The committee consists of:
 - + the Principal as chairman.
 - + the heads of school.
 - + a male and female senior member of the RCL.
 - + a teacher of the learner's choice.
 - + a member/s of the board.
- If a student in a position of responsibility is issued with or accumulates 20 demerits they will immediately be suspended from that position for an amount of time to be determined by the disciplinary committee.
- If a student in a position of responsibility is at any stage deemed unfit for their position, due to their behaviour and/or actions, their badge will be removed with immediate effect.



Henley High & Preparatory School

2019

Conduct Definitions: Demerits.

No	Conduct	Points
1.	Punctuality (late for class/school).	-1
2.	Uniform infringement.	-1
3.	Books/textbooks not at school.	-1
4.	Homework not done	-1
5.	Unacceptable hair style or colouring.	-2
6.	Disrespect (minor).	-2
7.	Vandalism.	-5
8.	Unsporting behaviour.	-5
9.	Out of bounds.	-5
10.	Not attending a match / fixture.	-5
11.	Inappropriate physical contact.	-5
12.	Forging a signature.	-5
13.	Dishonesty.	-5
14.	Dangerous behaviour.	-5
15.	Damage to property (minor).	-5
16.	Cell phone in class.	-5
17.	Bunking a day / significant part of a day.	-5
18.	Bullying / Harassment.	-8
19.	Insulting a person's dignity (including racist remarks).	-10
20.	Forgery (forging a report / part thereof).	-10
21.	Disrespect (serious) including disruptive behaviour.	-10
22.	Cheating in a test or exam.	-10
23.	Bringing the school into disrepute.	-10
24.	Fighting.	-20
25.	Possession or use of tobacco.	-25
26.	Racism (serious and provocative).	-40
27.	Possessing pornography.	-50
28.	Theft.	-50
29.	Knowledge/ possession of stolen property.	-50
30.	Possession of alcohol.	-50
31.	Possession of a dangerous weapon.	-50
32.	Use of weapon / object to purposely inflict harm.	-100
33.	Sexual misconduct.	-100
34.	Possession or use of drugs.	-100
35.	Dealing in drugs.	-100
36.	Consuming / under the influence of alcohol / drugs.	-100



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2019

Conduct Definitions: Merits.

No	Conduct	Points
1.	Class participation.	1
2.	Diligence.	1
3.	Going beyond the call of duty (helpfulness).	1
4.	Improvement in behaviour.	1
5.	Sport / Cultural / Academic performance of the week.	1
6.	Sport and cultural achievement (minor).	1
7.	Sport and cultural improvement.	1
8.	Support.	1
9.	Academic improvement Term to Term 5% per subject.	2
10.	Good test result.	2
11.	Improvement in attitude and approach.	2
12.	Character and integrity.	2
13.	Consistent work.	2
14.	Excellent cultural contribution.	2
15.	Honesty.	2
16.	Academic improvement Term to Term 10% per subject.	3
17.	Full marks in cycle test or exam.	3
18.	Sport and cultural achievement (major).	3
19.	Going beyond the call of duty (major).	4
20.	Academic excellence – 80% for term (per subject).	5
21.	Academic improvement Term to Term 15% per subject.	5