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## Introduction

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This School is committed to providing an environment for the delivery of quality teaching and learning by:

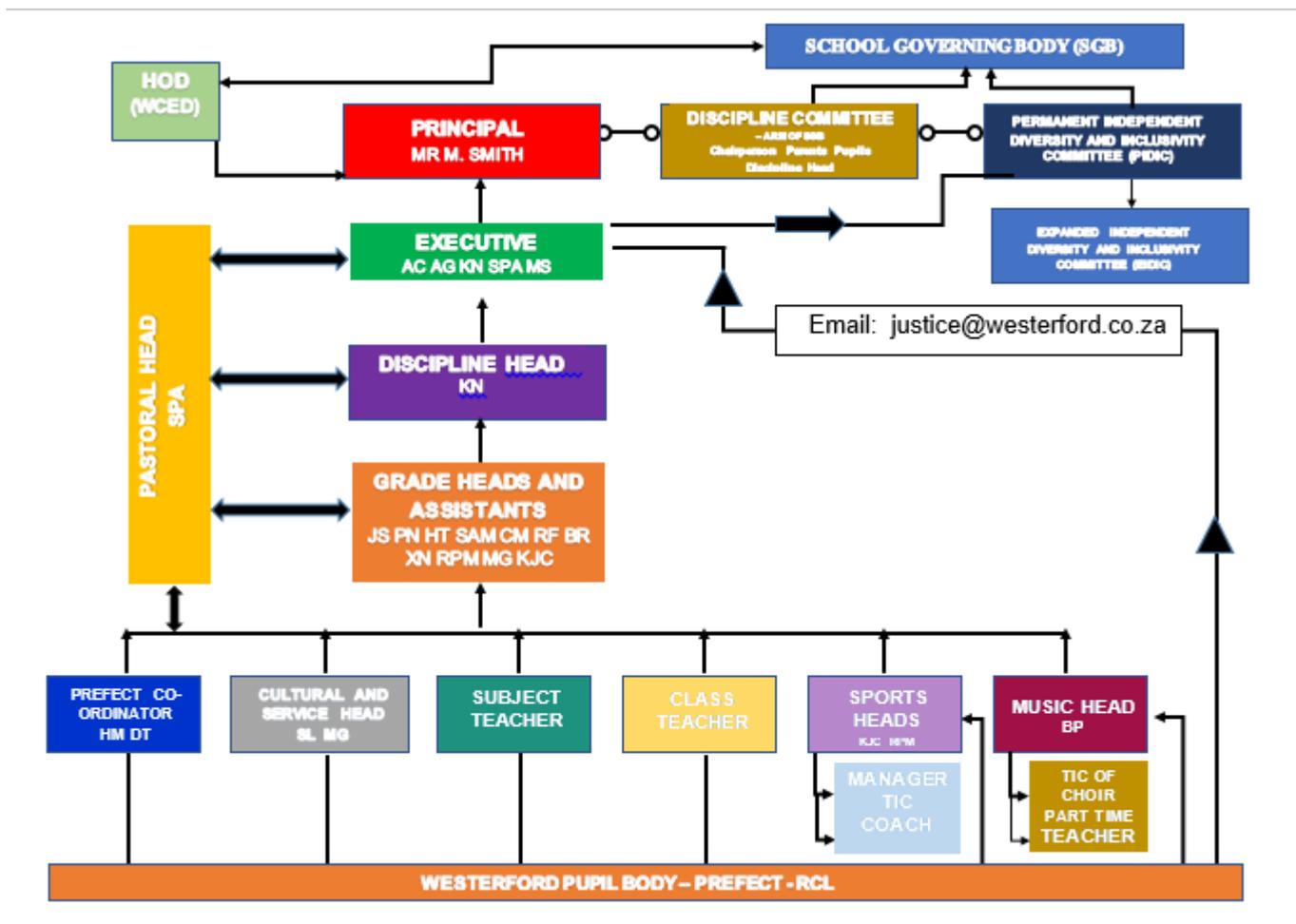
- Promoting the rights and safety of all pupils and teachers and parents.
- Ensuring pupils' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding pupil behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by pupils. The Code of Conduct applies to all pupils while they are on the School premises, outside the School premises or when they are away from the School representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all pupils attending a School are bound by the Code of Conduct of that School. All pupils attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.



## Discipline Organogram





## **Part 1: School Rules**

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- A. General Principles
  - B. School and Class Attendance
  - C. School Uniform and General Appearance
  - D. Valuables and Personal Belongings
  - E. General Rules
  - F. Rules Governing Public Places
  - G. Transport
  - H. School Enrichment Programme
  - I. Accommodation of Religious or Cultural Rights
  - J. Diversity and Inclusivity



## Part 1: School Rules

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The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a pupil from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

### A. General Principles

1. Pupils are expected at all times to behave in a courteous and considerate manner towards each other, the Representative Council Pupil (RCL), all members of staff and visitors to the School.
2. Pupils are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Pupils may not say or do anything that will discredit themselves or the School.
3. No pupil has the right at any time to behave in a manner that will disrupt the learning activity of other pupil, or will cause another pupil physical or emotional harm.
4. The School will contact parents/guardians when a pupil's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership and restorative discipline to resolve the problem.

### B. School and Class Attendance

Parents/guardians, pupils, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all pupils attend School.

1. Pupils must be punctual and attend School during the prescribed hours. Pupils may not leave the School grounds without a deputy principal's permission.
2. In the case of absence, parents must furnish a written acceptable reason to the Principal or a doctor's certificate when missing any formal assessment. A yellow form



must be completed on return to School and submitted together with the letter/certificate to the Academic Head.

3. Absence from a class, without the permission of the relevant subject teacher/ School counsellor, is prohibited.
4. Any absence from School must be covered by an email or telephonic notification from a parent/guardian to the front office at [admin@westerford.co.za](mailto:admin@westerford.co.za).
5. Should a pupil be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
6. Truancy from School is prohibited.
7. All pupils will attend assembly for the full duration thereof.

### **C. School uniform and general appearance**

1. The personal appearance and dress of pupils must fit in with the norms generally accepted by the community served by Westerford and as set out in the printed uniform prescriptions.
2. No additions to the uniform that are not in accordance with the regulations will be allowed.
3. During events that allow the wearing of casual wear, pupils should wear neat, presentable and appropriate clothes.
4. Only pupils that have applied, submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons as contemplated in Part 1, paragraph 1 of this Code of Conduct.

### **D. Valuables and personal belongings**

1. The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books, bicycles and clothing).
2. At no time must other people's belongings be interfered with in any way nor borrowed without their permission.
3. Stealing, tampering with Staff cars, pupil motorbikes and vandalism are treated extremely seriously indeed.



4. Valuables and money may be handed in at the front office or locked away in pupil lockers.

## E. General Rules

1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
2. All litter must be placed in refuse bins or recycling bins.
3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another pupil's work is forbidden.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each pupil.
7. Pupils who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
8. The pupil will respect the beliefs, culture, dignity and rights of other pupils, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another pupil's culture, race or religion is prohibited.
11. All pupils have the right to an education free of interference, intimidation and/or physical abuse. The pupil will respect the property and safety of other pupils. Fighting or threatening of other pupils is forbidden.
12. The pupil will respect those pupils in positions of authority. A pupil who is in a position of authority will conduct him/herself/themselves in a manner befitting someone in authority. She/ he/ they will respect the rights of other pupils and will not abuse such authority bestowed upon him/her/ them through his/her/ their position.
13. The carrying, copying and/or reading and distribution of offensive material is prohibited.
14. Pupils may not have in their possession nor use cigarettes (or allied products), other drugs, substances that have an impact on cognitive and emotional ability of the pupil



unless medically prescribed, alcoholic beverages or objectionable printed or recorded matter or objects:

- a. anywhere when in or out of school uniform;
  - b. on any of the School's premises or outside of the School's premises, which includes Imhoff sportsground.
  - c. away from the School while in the School's care or on any School-related activity (national or overseas tours included).
15. Pupils may not use any facilities or equipment of the School, including those for sport, nor be on the School grounds, outside School hours without the principal's permission.
16. The use of the outside gym equipment without teacher supervision is done so at the risk of the individual.
17. No swearing, teasing, bullying or fighting will be tolerated. Any pupil seen to committing any one of these offences while identifiable as a Westerfordian will be dealt with severely.
18. Cellular telephones (or any other devices) are to be used according to the Westerford Acceptable Use Policy.
19. Detailed and specific regulations pertaining to the above, as well as the possible sanctions for serious and repeated offences, are lodged in the School policy file.

## **F. The rules governing public places**

The School is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes/electronic cigarettes/vaping is prohibited.
3. Alcohol is only permitted on School premises during School activities in the absence of pupils.
4. The carrying of and/or consumption and distribution of illegal chemical substances and drugs is prohibited.



## **G. Transport**

1. Pupils wishing to park motorcycles on the School grounds must first obtain permission from the School to do so and make use of the areas specifically demarcated for this purpose at the Outspan gate.
2. All pupils park their bikes (pedal or motorised) on the School premises at their own risk.
3. Specific areas are provided for the safekeeping of bicycles, etc. and must be used by pupils.
4. Pupils may ride or drive a vehicle on the School grounds provided the pupil has a license to drive such vehicle and provided extreme caution is exercised. Reckless behaviour is forbidden.
5. The Code of Conduct is applicable when making use of public transport to and from School.
6. Vehicles parked outside the School remain the responsibility of the driver and the School will not be held liable for any theft or damage thereof.
7. In extreme cases, transport will be provided by the School with the approval of the parents.

## **H. School enrichment programmes**

Involvement in activities forms a valuable and integral part of the holistic education of every pupil. All pupils from grade 8 to 11 are, therefore, obliged to participate in at least one summer and one winter sport. Grade 12 pupils may choose either a winter or summer sport, or both. Involvement in a club or society is encouraged.

1. The pupil is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a pupil has committed him/herself/ themselves to an activity, she/ he/ they will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.



4. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the pupil's parents may result in the pupil being suspended from participation in a fixture.
5. Appropriate kit/uniform will be worn to practices.
6. The correct match kit/uniform will be worn to inter-school league fixtures.
7. Pupils travelling to an away fixture will travel in full School uniform, unless other arrangements have been made.
8. Sports and other kit must be carried in an appropriate bag.
9. Pupils playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform with their School blazer.
10. Once pupils join School sport or extramural activities, they must fulfil their obligation towards the activity unless released by the principal.
11. Any change from sport or extramural will be seen in the same way as a subject change and is at the discretion of the sports head.

## **I. Accommodation of Religious or Cultural Rights**

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

1. The pupil, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the pupil.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the pupil's religious right/s as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the pupil feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.
4. The pupil must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.



6. The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application granted in writing.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the pupil to comply with such beliefs.
8. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed under uniform rules. – and the conditions under which such deviation will be applicable to the pupil.
9. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the pupil. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The pupil must convince the Governing Body that his/her/their cultural rights can be exercised only through a permanent intervention.
10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

## **J. Diversity and Inclusivity**

The School recognises, values and promotes diversity, inclusion and belonging in all ways and aims to promote positive personal relationships in an environment where individuals feel free to be themselves and are treated with dignity and respect.

The School expects all pupils and staff:

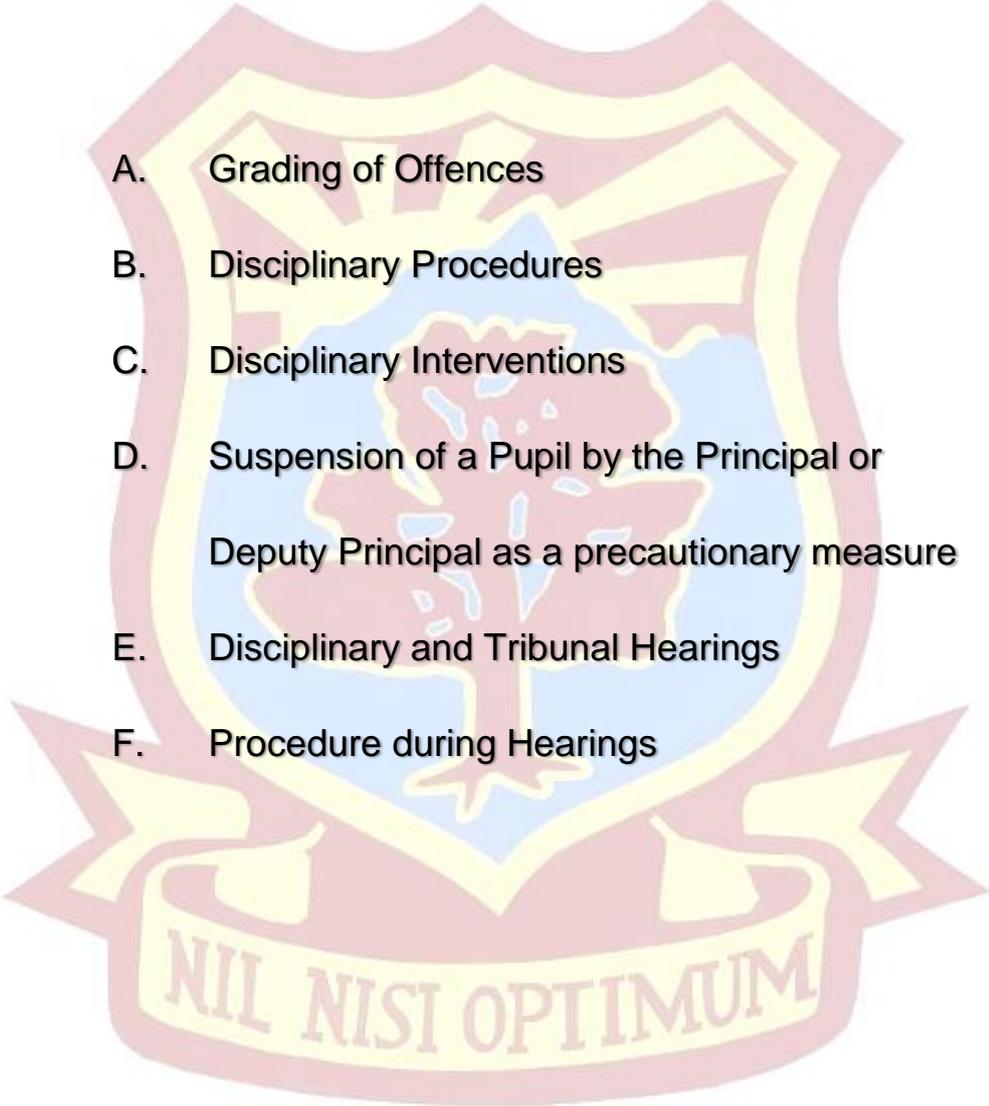
1. to treat one another with respect;
2. to recognise, appreciate and actively promote diversity and inclusion in the School;
3. to listen to one another;
4. to afford everyone the equal right to dignity;
5. to educate themselves with regard to various types of discrimination; and
6. to treat one another as human beings of equal value.



## **Part 2:**

### **Disciplinary System**

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- A. Grading of Offences
  - B. Disciplinary Procedures
  - C. Disciplinary Interventions
  - D. Suspension of a Pupil by the Principal or Deputy Principal as a precautionary measure
  - E. Disciplinary and Tribunal Hearings
  - F. Procedure during Hearings



## Part 2: The Disciplinary System

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Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of pupils whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. All pupils will abide by the discipline system that has been developed to assist and guide pupil behaviour in the School.

### A. Grading of offences

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 5 offences are the most serious. See Annexure B, Table 1 for a list of the offences making up each of the Grades 1, 2, 3, 4 and 5.

### B. Disciplinary Procedures

The grade of an offence will determine the procedure to be followed.

1. Grade 1 offence – a written warning followed intervention by the class teacher.
2. Grade 2 offence – a final written warning following intervention and non-compliance before being forwarded to the Subject head/ Grade Head/ Discipline Head.
3. Grade 3 offence – a disciplinary hearing with the Discipline Head.
4. Grade 4 offence – offence immediately reported to the South African Police Service (SAPS) and a tribunal hearing.
5. Grade 5 offence – offence immediately reported to the executive via email: [justice@westerford.co.za](mailto:justice@westerford.co.za) who will forward the offence for arbitration to the Permanent Independent Diversity and Inclusivity Committee.



## **Grade 1 Offences:**

All Grade 1 offences will be dealt with by the staff member or RCL member/prefect concerned who must keep a written record posted on Staffroom (School administrative programme) under Journal of such offences and the disciplinary measure taken/ intervention meted out.

When a third Grade 1 offence occurs, the matter is referred to the Subject Head/ Sport Teacher in charge/ Manager/ Music Head/ Prefects in charge of discipline/ Head of Culture and Service/ Prefect coordinator along with the record of all three (3) offences and a written warning issued. A record will be made of the offence on Staffroom by the First Tier of Discipline and communicated to the parent/guardian.

Should the particular Grade 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, in consultation with the Grade Head, arrange an interview with the pupil. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian. The Grade Head will keep on record all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the pupil's class teacher.

## **Grade 2 Offences:**

All Grade 2 offences will immediately be referred to the Grade Head. The staff member will, in consultation with the Grade Head, arrange an interview with the pupil. A final written warning will be issued and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent/guardian.

When a second Grade 2 offence occurs after a final written warning has been issued for the first offence, the Grade Head will refer the matter to the Disciplinary Discipline Head for a disciplinary meeting. The parent/guardian will be advised in



writing, a minimum of five (5) days before the designated date, that an internal disciplinary meeting has been convened.

Should the particular Grade 2 offence recur after the issuing of a final written warning and a disciplinary hearing has occurred, the Disciplinary Head will refer the matter to a Disciplinary Committee for a hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a disciplinary hearing has been convened.

The Grade Head will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the pupil's class teacher.

### **Grade 3 Offences:**

All Grade 3 offences will immediately be reported to the Discipline Head. The Discipline Head will refer the matter to the Disciplinary Committee who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing or a tribunal hearing. The parent/guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

### **Grade 4 Offences:**

All Grade 4 offences will immediately be reported to the Discipline Head. The Discipline Head will refer the matter to the School Principal who will immediately file a report with the SAPS and convene a tribunal hearing. The parent/guardian will be informed immediately of the offence and be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.



## Grade 5 Offences:

All Grade 5 offences, whilst covered under the code of conduct, are deemed to be of level higher than all the other offences and as a result warrant a different response. The offences that are listed in the Policy on Diversity and Inclusivity, will be guided by a different juristic body. The Permanent Independent Diversity and Inclusivity Committee will determine the severity of the offence and adjudicate on the matter independently. Should the matter not be in breach of the offences listed in the policy, then the outcome thereof will be reported to the offended party and follow the normal disciplinary procedure. Victims of discrimination are to report incidents to the Executive of the School within two working School days via email to [justice@westerford.co.za](mailto:justice@westerford.co.za). Outcomes emanating from these hearings will refer its findings to the School Governing Body for sanctions.

## C. Disciplinary Interventions

1. The following list of interventions and corrective measures used by the School are aimed at correcting behaviour before suspension and expulsion:
  - A verbal warning/reprimand to express disapproval.
  - Written warning.
  - Final written warning.
  - Removal from classes to the time-out room.
  - Written punishment.
  - Community service to improve the physical environment within and around the School property.
  - Homework detention.
  - Supervised schoolwork.
  - De-merit detention.
  - Referral for counselling.



- Attendance of a relevant life skills programme.
  - Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
  - Temporary suspension of library card and/or other School-related privileges
  - Exclusion from School activities and functions, e.g. academic award ceremony.
  - Withdrawal of recognition, e.g. award.
  - Temporary suspension from class or School, pending disciplinary hearing.
  - Disciplinary hearing.
  - Tribunal hearing.
2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for Grade 1, 2, 3, 4 and 5 offences respectively.
3. Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:
- Conduct that violates the rights or safety of others.
  - Criminal behaviour of any kind.
  - Defacing or destroying School property.
  - Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow pupils.
  - Outright defiance of lawful requests or instructions issued by persons' in authority.
  - Indulging in harmful graffiti, racism or "hate speech".
  - Sexual harassment or sexual assault.
  - Immoral behaviour or profanity.



- Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
  - Repeated infringements of the School rules or the Code of Conduct.
  - Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of pupils/teachers).
4. Should a pupil be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Provincial Department of Education.
5. A tribunal hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.
6. Where approval for expulsion is not granted, pupils will attend counselling or the relevant life skills programme before they may return to class. Such pupils will be accommodated in the exclusion room in the interim to continue with schoolwork until they have completed the series of counselling sessions or the stipulated life skills programme.

The Governing Body authorises the Principal or Deputy Principals to institute suspension, as a precautionary measure, with regard to a pupil who is charged with a serious misconduct offence as contemplated in section 8 of the SA Schools Act.

#### **D. Suspension of a Pupil by the Principal or Deputy Principal as a Precautionary Measure**

1. Before a pupil is suspended, the pupil and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the



suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department (WCED).

3. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

1. The following official forms will be used for misconduct and disciplinary hearings:

1.1 Written warning (disciplinary warning form) (Annexure C)

1.2 Final written warning (Annexure D)

1.3 Notice of disciplinary hearing (Annexure E)

1.4 Record of disciplinary hearing (Annexure F)

1.5 Review form (lodging of appeal) (Annexure G)

2. Written notice of a disciplinary or tribunal hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.

3. When a notice is issued to a pupil the pupil must acknowledge receipt of notice by signing for it. This is not an admission of guilt.

4. If a pupil does not appear at a hearing, the hearing will be conducted in his/her absence.

5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.

6. A pupil has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.

7. The Disciplinary Hearing Commission will consist of the following members:

7.1 a Governing Body representative;

7.2 the School Principal or Discipline Head delegated to oversee this function;



7.3 the Grade Head; and

7.4 the Class teacher.

Code of Conduct for a School

## **E. Disciplinary and Tribunal Hearings**

Example of a Code of Conduct for a School 17

8. The hearing will also be attended by the pupil, and any other pupil s/he may need for his/her defence.

9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:

9.1 Demerits.

9.2 Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.

9.3 Recommendation with respect to counselling/attendance of a life skills programme.

9.4 Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.

9.5 A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.

9.6 Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.

10. The Tribunal Hearing Commission will consist of the following members:

10.1 the Governing Body Chairperson;

10.2 two (2) parent representatives from the Governing Body;

10.3 the School Principal or Discipline Officer delegated to oversee this function; and

10.4 the Grade Head.



11. The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.
12. The Principal/Discipline Officer will furnish the relevant Grade Head and register teacher with all the information necessary for their records.

## **F. Procedure during Hearings**

1. The Chairperson of the Committee must lead the proceedings and:
  - Introduce those present and state their functions.
  - Ensure that witnesses are present only while giving their evidence.
2. The Chairperson must inform the pupil of his/her rights:
  - The right to a formal hearing.
  - The right to be present at the hearing.
  - The right to be given time to prepare for the hearing case.
  - The right to be given advance notice of the charges.
  - The right to be represented at the hearing by one (1) internal representative.
  - The right to be accompanied at the hearing by parents/guardian if the pupil is a minor.
  - The right to ask questions on any evidence produced, or on statements of witnesses.
  - The right to call witnesses to testify on his/her behalf.
  - The right to an interpreter, to be requested 24 hours prior to the hearing.
  - The right to appeal within five (5) days against any penalty imposed by the Disciplinary Committee.
  - If the pupil does not attend, the hearing will be conducted in his/her absence.



3. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
4. The procedure of enquiry is to be explained by The Chairperson. The evidence of the complainant and his/her witnesses will be heard first. The pupil and panel may ask questions about the evidence. The pupil and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
5. When all the evidence has been heard, The Chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
6. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
7. The Chairperson must reconvene all interested parties.
8. The Chairperson is to communicate the decision of The Committee.
9. The Chairperson must explain the decision of The Committee and the reasons for the penalty (if any) that has been imposed.
10. The pupil must be advised of his right to appeal (Annexure E).
11. The complainant and pupil must sign the disciplinary form and a copy must be handed to the pupil. (If the pupil refuses, a witness must sign in the presence of the pupil).
12. The signing of the document by the pupil does not imply an acknowledgement of guilt.



## Annexures:



- Annexure A:** Pupil Commitment
- Annexure B:** Table 1: List of offences per grade of offence
- Table 2:** List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3, 4 and 5 offences, respectively
- Annexure C:** Written Warning
- Annexure D:** Final Written Warning
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Rights of Pupil facing Disciplinary Action
- Annexure F:** Record of Disciplinary Hearing
- Annexure G:** Lodging of Appeal (Review form)



## ANNEXURE A: PUPIL COMMITMENT FORM

I, \_\_\_\_\_, a pupil at WESTERFORD HIGH SCHOOL,  
understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.
- I accept that social responsibility, honesty, integrity, truthfulness, punctuality, regular attendance and compassion are core values of Westerford High School.
- I undertake to ensure that I will at all times be courteous and demonstrate respect for the beliefs, customs, language, individuality and property of others.
- I undertake to ensure that I do my homework regularly, prepare thoroughly for tests and examinations, submit assignments and other allocated academic tasks timeously.
- I will ensure that my behaviour in the classroom does not negatively impact on an orderly and harmonious learning environment, nor interfere with or disallow others from learning.
- I undertake to ensure that I will use my and the School's resources carefully and wisely.
- I will adhere to the regulations regarding appearance and school uniform and that it is desirable that I appear neatly and appropriately dressed at all times.
- I understand and accept that it is a requirement that I participate fully in the sporting and cultural activities offered at the School.
- I understand that my involvement in any instances of cheating, plagiarism, theft, bullying (verbal or physical), sexual harassment, smoking or substance abuse will be treated as serious misconduct and could jeopardise my continuing at Westerford.
- I accept responsibility for my own behaviour and my own learning.
- I accept that the community at large will regard me as a representative of Westerford High School and I undertake not to do anything to bring discredit to the School or its reputation.

\_\_\_\_\_  
SIGNATURE OF PUPIL

\_\_\_\_\_  
SIGNATURE PARENT/GUARDIAN

DATE: \_\_\_\_\_



## ANNEXURE B: TABLE 1

**Table 1: List of offences per grade of offence**

Grade 1: Offence	Grade 2: Offence	Grade 3: Offence	Grade 4: Offence	Grade 5: Offence
<ul style="list-style-type: none"> <li>• littering</li> <li>• excessively noisy or unruly behaviour before School, during change-overs, during breaks, and after School</li> <li>• eating, drinking or chewing gum during any contact time (class and assembly)</li> <li>• misconduct in an assembly</li> <li>• entering an out of bounds area, classroom or passage without permission</li> <li>• loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms</li> <li>• misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture</li> <li>Chain hopping</li> <li>• failure to:               <ul style="list-style-type: none"> <li>– submit an absentee note or exit notes by the stipulated deadlines</li> <li>– return a library book by the due date, or pay the fine for overdue book/s</li> <li>– attend an extramural activity's practice session without excusing himself</li> <li>– attend duty class</li> <li>– attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event</li> <li>– attend detention</li> </ul> </li> <li>• continual interference with another pupil</li> </ul>	<ul style="list-style-type: none"> <li>• vandalism</li> <li>• interfering with another person's possessions/property without the owner's consent</li> <li>• damaging another person's possessions/property as a result of interfering or using said possession or property without the owner's consent</li> <li>• racism: remarks/insults</li> <li>• forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof</li> <li>• intimidation by verbal or physical threat to harm the person or his property (bullying)</li> <li>• swearing, lying or using obscene gestures</li> <li>• verbal or non-verbal abuse</li> <li>• disrespect or insolence</li> <li>• insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/punishment set in the time-out room, failure to report to the time-out room, or failure to report to the subject teacher with this work/punishment as stipulated)</li> <li>• fighting, common assault or attempted assault</li> <li>• public disturbance and public indecency</li> <li>• gambling</li> <li>• failure to attend detention without prior submission of a written excuse or note</li> </ul>	<ul style="list-style-type: none"> <li>• possession of weapons that can cause physical injury (knives, etc.)</li> <li>• entering the School premises while under the influence of alcohol/drugs</li> <li>• possession, copying, distribution, use or displaying of pornographic material</li> <li>• assault with the intent to do grievous bodily harm</li> <li>• truancy from School or leaving School grounds without the necessary permission</li> <li>• taking part in any form of illegal strike action/meeting/campaign on School premises</li> <li>• any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School</li> <li>• violating the rights of other pupils to receive education by disrupting classes, preventing other pupils from attending classes, preventing teachers from providing teaching, or in any other manner</li> <li>• violating the rights of</li> </ul>	<ul style="list-style-type: none"> <li>• use of weapons that cause physical injury (knives, etc.)</li> <li>• possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon</li> <li>• possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance</li> <li>• poisoning, or attempting to poison another person</li> <li>• theft, robbery, breaking and entering</li> <li>• malicious damage/ injury to property of the School, staff members, fellow pupils or any other person or body</li> <li>• rape, attempted rape, or indecent assault</li> <li>• physical assault that results in bodily harm</li> <li>• sedition or inciting any form of illegal strike action/meeting/campaign on School premises</li> <li>• Any offence punishable under common law.</li> </ul>	<p><b>Direct discrimination</b> When an individual is treated less favourably on the basis of race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth, or any other prohibited grounds.</p> <p><b>Indirect discrimination</b> When practices and policies in fact affect a certain group of individuals more than others, and when such practices and policies seem to be neutral but, in fact, have a disproportionate effect on individuals from different groups.</p> <p><b>Harassment</b> Unwanted conduct which is persistent or serious and demeans, humiliates or creates a hostile or intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and which is related to a person's membership or presumed membership of a group identified by one or more of the prohibited grounds or a characteristic associated with such group.</p> <p><b>Hate speech</b> The publishing, propagating, advocating or communicating of</p>



<p>which causes minor physical or mental discomfort</p> <ul style="list-style-type: none"> <li>• misconduct during detention</li> <li>• minor infringements of uniform regulations: wearing of printed T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect colour socks or belt; wearing of unsanctioned jewellery</li> <li>• failure to wear the correct full School uniform when in a public place, including the wearing of unauthorised items</li> <li>• failure to wear the correct sports kit for a match or practice</li> <li>• disruptive behaviour in class</li> <li>• urinating in public</li> <li>• failure to:             <ul style="list-style-type: none"> <li>– do classwork set and submit homework</li> <li>– bring the required textbooks, notes, stationery, or equipment to a lesson</li> <li>– hand work in on time</li> </ul> </li> <li>• copying another pupil's classwork or homework</li> <li>• defacing School property</li> <li>• reporting late for class, relief, or to the exclusion room</li> <li>• use of offensive material to cover books or files</li> <li>• possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time</li> <li>• arriving late for School without an excuse note.</li> </ul>	<ul style="list-style-type: none"> <li>• unacceptable hair styles, including bleaching or colouring hair that contravenes the uniform policy.</li> <li>• display of visible tattoos</li> <li>• using a cell phone as a means of communication during formal testing</li> <li>• cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner</li> <li>• copying of computer exercises, projects or any other work intended for the year mark</li> <li>• truancy from any contact time</li> <li>• possession or use of fire crackers</li> <li>• failure to attend an extra-mural activity fixture or function as a participant or official</li> <li>• any action which brings the School's name into disrepute</li> <li>• possession of offensive material, excluding pornographic material</li> <li>• tampering with safety and other equipment on School premises</li> <li>• unreasonable repetition of a Grade 1 offence.</li> </ul>	<p>the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow pupils</p> <ul style="list-style-type: none"> <li>• reckless or negligent driving whether in School uniform or not, and whether on the School property or not</li> <li>• unreasonable repetition of a Grade 2 offence. Sharing and distributing offensive videos on social media. Contravening policy set out in Acceptable User Policy. Using social media in a way that it brings the name of the School into disrepute.</li> </ul>		<p>words based on one or more of the prohibited grounds, against any person or group of persons, that could reasonably be construed to demonstrate a clear intention to:</p> <ul style="list-style-type: none"> <li>• be hurtful;</li> <li>• be harmful or to incite harm;</li> <li>• promote or propagate hatred.</li> </ul>
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**Table 2: List of the possible disciplinary sanctions to be applied for Grade 1, 2, 3, 4 and 5 offences, respectively.**

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee.

Grade 1: Offences	Recommended Corrective Sanctions – by Teacher
1. Academic: Books/work materials left at home; homework -not done on time/copied 2. Extra-mutual activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach) 3. Personal conduct in classroom/on playground: Inappropriate displays of affection between pupils; late arrival for class; uncooperative behaviour; discourteous behaviour/ insolence/ temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/ chewing in class; littering; and cell phone ringing 4. Dress code: Untidiness/unkept appearance; School dress code not followed. 5. Chain hopping 6. Missing a scheduled Music lesson.	Corrective actions/sanctions are carried out by the individual teacher and may include the following: <ul style="list-style-type: none"> <li>• Verbal reprimand;</li> <li>• Written punishment;</li> <li>• Subtracting marks (homework);</li> <li>• Temporary confiscation until the end of School term (e.g. uniform, jewellery, cell phones, bags and cases);</li> <li>• Removing graffiti from desks at break; and</li> <li>• Written notification on staffroom Journal.</li> </ul>
Grade 2: Offences	Recommended Corrective Sanctions
1. Plagiarism of any work or cheating/attempted cheating in class test/assignment	Nought for test and warning letter
2. Damage to property/possession of other learners' property	Repair/replacement, warning letter and Principal's detention
3. Defiance/disregarding of an authority figure's instructions	Suspension from class, warning letter and Principal's detention
4. Detention – non-attendance	Making up missed detention, warning letter and an information hearing
5. Disregarding test/examination procedures	Warning letter and Principal's detention
6. Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organise corrective measures
7. Disruptive behaviour frustrating teaching and learning in the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	After three (3) warnings, Principal's detention
9. Fighting	Warning letter and detention
10. Fire-crackers	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on or off School property	1st offence: Special detention 2nd offence: Special Detention 3rd offence: Information disciplinary hearing, special detention and professional counselling (All money to be confiscated)
13. Graffiti: books, case, desks, walls, art etc.	Removal, warning letter and Principal's detention
14. Late for School – three (3) days	Phone call to parents and detention
15. Late arrival at School 20 minutes after start time.	Phone call to parents and Principal's detention
16. Lying	Warning letter and detention
17. Possession of offensive material	Warning letter and detention
18. Smoking – possession of cigarette/holding	1st offence: Special detention



cigarette/caught in the act on/off School property	2nd offence: Special detention 3rd offence: Formal disciplinary hearing, special detention and professional counselling (All cigarettes and lighters to be confiscated)
19. Smoking – selling cigarettes on/off School Property	1st offence: Information disciplinary hearing, warning letter and special detention 2nd offence: Formal disciplinary hearing, warning letter and special detention
20. Spitting	Principal's detention
21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
22. Substance abuse – possession/sniffing of unauthorised substance including mind altering substances, e.g. meths, benzene, thinners, etc.	Information hearing, warning letter and detention
23. Threatening assault/intimidation of a fellow learner	Phone call to parents and warning letter and detention
24. Truancy – bunking a lesson	Principal's detention
25. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and detention
26. Vandalism – defacing/damaging/breaking School Property	Phone call to parents, warning letter and detention
27. Verbal abuse of a fellow learner	Phone call to parents, repairs/payment of damages, warning letter and detention
<b>Grade 3: Offences</b>	<b>Recommended Corrective Sanctions by Grade Head</b>
1. Alcohol – possession at School or on a School outing/smelling of liquor/under the influence at School or on School outing/ School Tour	Disciplinary hearing, warning letter, community service and detention
2. Assault on a fellow pupil (causing bodily harm). Suspension from class/School.	Disciplinary hearing, warning letter, community service and detention
3. Bullying/Intimidation	Warning letter and community service and detention
4. Cheating/attempted cheating in examination/cycle test/portfolio work	Nought and warning letter
5. Cheating/attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, nought for test/examination, warning letter, community service, detention/official provincial procedures for Grade 12
7. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
8. Disruptive behaviour on School property or on School sponsored fixture/outing/trip/tour (frustrating School's educational/extracurricular programme)	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention. Removal from activity.
9. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention
10. Drugs – consumption not associated with School	Interview with parents, professional intervention
11. Gangs – promoting formation forming of/associating with/furthering activities of School gangs/'social groups'	Suspension from School. Disciplinary hearing, warning letter and detention
12. Involving/attempting to involve outsiders' in disputes between pupils	Disciplinary hearing, warning letter, community service and detention
13. Pornography – distribution at School	Warning letter, community service and detention
14. Public indecency	Disciplinary hearing, warning letter, community service and detention
15. Racist conduct that defames a pupil/teacher	Suspension from class/School. Disciplinary hearing, warning letter, community service and detention. Referral to alternative disciplinary structure. (PIDIC)



16. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and detention
17. Sexual harassment of teacher/pupil	Suspension from School. Disciplinary hearing, warning letter, community service and detention
18. Threatening to assault/intimidating a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention
19. Verbal abuse of a teacher	Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion
<b>Grade 4: Offences</b>	<b>Recommended Corrective Sanctions by Discipline Head</b>
1. Alcohol – drinking/drunken at School or on School or on School outing or Tour.	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
2. Alcohol – drinking in public	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
3. Assault on a pupil causing serious bodily harm	Suspension from School. Disciplinary hearing and expulsion
4. Assault on a teacher	Suspension from School. Disciplinary hearing and expulsion
5. Bribery/attempted bribery of any person respect of any assessment/examination material	Disciplinary hearing, warning letter, community service and detention/expulsion
6. Dangerous weapon or object, e.g. knife – possession at School	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. community service, detention/expulsion
7. Dangerous weapon or object, e.g. firearm – possession at School/on School outing	Suspension from School. Disciplinary hearing, appropriate punishment, e.g. expulsion
8. Drugs/illegal substances – possession at School/on School outing/ School Tour	Suspension from School. Disciplinary hearing, warning letter, community service and detention
9. Drugs/illegal substances – consumption/under the influence at School/on School property	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling
10. Drugs/illegal substances – dealing ('pushing') at School/on School outing/ away from School	Suspension from School. Disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the School	Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion
12. Fraud (financial)	Suspension from School. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion
13. Hostage-taking	Suspension from School. Disciplinary hearing and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creatures.	Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion
15. Sexual assault/rape	Suspension from School. Disciplinary hearing and expulsion
16. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion
17. Trading in assessment/examination material for personal monetary gain	Disciplinary hearing, warning letter, community service, detention/expulsion
18. Vandalism – malicious damage to School/teacher's property	Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion
<b>Grade 5: Offences</b>	<b>Recommended Corrective Sanctions by Executive</b>
1. Contravention of the rules outlined in the Policy on Diversity and Inclusivity	Referral to the Permanent Independent Diversity and Inclusivity Committee.



## ANNEXURE C: WRITTEN WARNING

Name of pupil: \_\_\_\_\_

Pupil ID number:  
\_\_\_\_\_

Nature of Offence:  
\_\_\_\_\_  
\_\_\_\_\_

Teacher: \_\_\_\_\_

The above pupil has breached the disciplinary code.

Date of offence: \_\_\_\_\_

Grade of offence: \_\_\_\_\_

Sanction imposed: \_\_\_\_\_  
\_\_\_\_\_

Pupil's statement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pupil \_\_\_\_\_  
Witness \_\_\_\_\_

Grade Head \_\_\_\_\_ Date: \_\_\_\_\_

- One (1) copy to pupil, original to be kept by **GRADE HEAD**.
- Pupil's signature does not signify admission of guilt, but that charges and action taken have been explained



## ANNEXURE D: FINAL WRITTEN WARNING

Name of pupil: \_\_\_\_\_

Pupil ID number:  
\_\_\_\_\_

Nature of Offence:  
\_\_\_\_\_  
\_\_\_\_\_

Teacher: \_\_\_\_\_

Date of previous warnings: \_\_\_\_\_

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence: \_\_\_\_\_

Grade of offence: \_\_\_\_\_

Sanction imposed: \_\_\_\_\_  
\_\_\_\_\_

Pupil's statement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pupil \_\_\_\_\_  
Witness \_\_\_\_\_

Grade Head \_\_\_\_\_ Date: \_\_\_\_\_

- One (1) copy to learner, original to be kept by **GRADE HEAD**.
- Pupil's signature does not signify admission of guilt, but that charges and action taken have been explained



## ANNEXURE E: NOTICE OF DISCIPLINARY HEARING

Name of pupil: \_\_\_\_\_

Pupil ID number:  
\_\_\_\_\_

Teacher: \_\_\_\_\_

A formal disciplinary hearing will be held and you are obliged to be present:

Date of hearing: \_\_\_\_\_

Venue of hearing: \_\_\_\_\_

Time of hearing: \_\_\_\_\_

Date served: \_\_\_\_\_

The charge against you is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of offence: \_\_\_\_\_

Nature of offence:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Suspension from class

You are further advised that you have been suspended from class from:

Time:            Date:    /    /            until:            Time:            Date:    /    /

**During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by a senior member of management, or for attending this hearing.**

**Note: Pupil receives one (1) copy and the signed copy must be kept and filed.**



**Rights of Pupil facing Disciplinary Action**

Pupil's rights (to be read by Server)

- The right to a formal hearing.
- The right to be present at the hearing.
- The right to be given time to prepare your case.
- The right to be given advance notice of the charges.
- The right to be represented at the hearing by an internal representative.
- The right to be assisted at the hearing by parents/guardian if under age.
- The right to ask questions on any evidence produced, or on statements of witnesses.
- The right to call witnesses to testify on your behalf.
- The right to an interpreter (to be requested in writing by yourself, the pupil, 24 hours prior to the hearing).
- The right to appeal within five (5) School days against any penalty by the Disciplinary Committee.
- If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to the pupil.

\_\_\_\_\_  
Server

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Pupil

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



## ANNEXURE F: RECORD OF DISCIPLINARY HEARING

PRESENT			
CAPACITY	NAME	DESIGNATION	SECTION

Complainant:	Pupil:
Witnesses for complainant: (If applicable)	Witnesses for Pupil
1.	
2.	
3.	

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s)

Nature of offence:

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Plea: The learner admits/denies the charges (the appropriate plea to be underlined).

\_\_\_\_\_  
Server

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Pupil

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



**ANNEXURE G: LODGING OF AN APPEAL**

In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee (within five (5) School days).

Name of Appellant: \_\_\_\_\_

The appeal is made on the following grounds (the appropriate areas to be marked with an X).

The disciplinary measure imposed was not in line with the grade of offence.

Disciplinary procedures were not followed.

New or further evidence or witnesses are available, which could bring new facts to light and affect the result of the previous hearing

Nature of offence:

\_\_\_\_\_  
\_\_\_\_\_

The following reasons are submitted in support of this appeal:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date appeal lodged

\_\_\_\_\_  
Appellant