

# PIET RETIEF RULE BOOK HIGH SCHOOL

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## SCHOOL SONG

In ons skool na Piet Retief vernoem,  
is ons hoogste ideaal  
om te ywer, nie vir eie roem,  
maar vir land en volk en taal!

Stand together to earn the highest prize  
on the sports field and in class.  
Make us proud to show our excellence  
from the generations past.

Skool van Piet Retief,  
ons het jou so lief,  
jou geluk is ook 'n  
doelwit van ons strewe.

That which we may learn  
make our nation proud,  
ons bly jou getrou as  
rigsnoer van ons lewe!

## NATIONAL ANTHEM

Nkosi Sikelel' iAfrika  
Maluphakanyisw' uphondo lwayo,  
Yizwa imithandazo yethu,  
Nkosi sikelela, thina lusapho lwayo.

Morena boloka sechaba sa heso,  
O fedise dintwa le matshwendyeho,  
O se boloke, O se boloke setjhaba sa heso,  
Setjhaba sa South Afrika - South Afrika.

Uit die blou van onse hemel,  
Uit die diepte van ons see,  
Oor ons ewige gebergtes,  
Waar die kranse antwoord gee,

Sounds the call to come together,  
And united we shall stand,  
Let us live and strive for freedom,  
In South Africa our land.



# PERSONNEL 2023

## TEACHERS

Mr. SE Bouver  
Mr. A Schlebusch  
Mr. CJM Botha  
Mr. I Rens  
Mr. JJ du Toit  
Mrs. I Botha  
Mrs Erasmus  
Mrs. JD van Rensburg  
Mrs. C.E. Rothmann  
Mrs. De la Rosa  
Me. Z Jacobs  
Mrs. EJ Serfontein  
Mr. P de Waal  
Me. M Kotze  
Mr. N Fraser  
Me. L van der Merwe  
Mrs. HT Builder  
Mrs. Dreyer  
Mr. FJ Espag  
Mrs.E Rens  
Me. A de Bruyn  
Mrs. N J v Rensburg  
Mr. F Ntshangase  
Mrs. C Olmesdahl  
Me. A Lundie

Mr. J Malan  
Mrs. AS Earle  
Mrs. E du Toit  
Mrs. Fraser  
Mrs. L van Rooyen  
Mrs. J Grib  
Mrs. F Gregory  
Mr. H. Krause  
Mrs. Rich  
Mrs. C Warington  
Mrs. Schlebusch  
Mrs. M de Waal  
Mrs. V Fouche  
Me. N Mdletshe  
Mr. JJ Olivier  
Me. O Lourens  
Mr. R Potgieter  
Mrs. A Woest  
Mr. L Makhanya  
Mr. C Ries  
Me. L Bakker  
Mr. P Zulu  
Me. X Dlamini  
Me. T Rammontsha  
Me. T Moyo

## ADMINISTRATIVE STAFF

Mrs. N Badenhorst  
Mrs. L van der Linde  
Mrs. H Coetzee  
Mrs. C Bakker

Mr. P Serfontein  
Mrs.D Putter  
Mrs.Y Green  
Mrs. A Fourie

## GOVERNING BODY

Mr. G. Erasmus (Chairperson)  
Mrs. Oosthuizen(Deputy Chairperson)  
Mr. C Klingenberg  
Mr. C Botha (Teacher)  
Mr. W Madi  
Mr. A Thomas

Mr. S. Prigge  
Mr. T Ferreira  
Mrs. L van der Linde (Non-teacher)  
Mr. SE Builder (Main)  
Mr. P De Waal (Residence)  
Mrs. L van Rooyen (residence)  
Mr. A Schlebusch (Teacher)



# EXECUTIVE COUNCIL 2023

## MAIN LEADERS

### HEAD BOY HEAD DAUGHTER

Julius Brauckman Nqobile Masuku

## CULTURAL COUNCIL

### Deputy Head Boy Deputy Head Girl

Gwitima Barney Weich Isabel

Britz Morne Ebrahim Farihah

Mathenjwa Lethokuhle Gama Sinegugu

Mathenjwa Sandiswa Kunene Akhona

Roux Arno Pretorius Klarissa

Uys Donél

## SOCIAL COUNCIL

### Deputy Head Boy Deputy Head Girl

Madi Bandile Verses Silke

BesterChristiaan Verse Angelika

Engelbrecht Hugo Selembe Naledi

Gevers Holger Zulu Gugu

Mitchell Rouwan Zwane Lungalethu

Ntshangase Timothy

## SPORTS COUNCIL

### Deputy Head Boy Deputy Head Girl

Gertenbach Dylan Creydt Nina

Dhlamini Sthabiso Klingenberg Carla

Dube Khaya Sithole Thuli

EhlersJaydan Steffensen Tracey

Mkhize Londakahle Thusini Sazi

Venter Cobus Van Den Berg Lanique



## IMPORTANT INFORMATION FOR ALL NEW LEARNERS

The school commences at 07:20 and closes at 13:30. A learner who wishes to go home early will only be allowed to leave the school grounds when a parent has signed him/her out at the office. The school uniform, tracksuits, schoolbags, HPR shirts and baggies are available from our clothing store on the school premises. School sport bags and hockey bags are for sale at the HPR clothing store. No other sport bags may be used.

## COUNSELING AND HELP

The well-being of each learner is of utmost importance. Should a problem arise, it will be followed up. The school is privileged to have a counselor on board. Dr. Jackie Pretorius offers counseling weekly.

## SCHOOL FEES 2023

R19 500 p/a = R1 950 p/m x 10

If you qualify for a discount, the necessary documentation must be completed and handed in at Mrs Y Green, between 1-28 Feb 2023 - Discount is not granted retrospectively.

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**During the year, rules and regulations may be adjusted or changed by the management of the school or the governing body. These changes may be necessitated by aspects not known at the time of printing this rule book, or aspects that may have changed after the printing there-of. Despite the printed rules and regulations, final discretion regarding the application, interpretation and adjustment of the rules, lie with the school management team or the governing body**

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## ADMISSIONS POLICY

1. A parent must complete an application form for admission. New learners must complete admission forms before the end of August the previous year. Learners who apply for admission after the due date and satisfy all admission requirements, will be admitted only if there is space in that specific class.
2. All application forms must be completed in full. If false information occurs on a learner's application form, that learner will not be admitted to the school. An official birth certificate must accompany the application form. A report indicating the most current mark must be attached. A recent water and electricity bill must be attached as proof of residence.
3. A parent must provide proof that the learner has been immunised against the following communicable diseases: -polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.
4. If a learner is three years older than the norm age per grade, the learner will not be admitted to that grade.
5. Multiple repetition in one grade/phase is not permissible.
6. Preference must be given to a learner who lives in the feed zone of a school.



# START AND END OF SCHOOL DAY

## 1. START

- There will be 2 bells in the morning.
- The first bell will ring at 07:20. All gates will then be locked. A learner outside the gates, is considered late and will only be allowed to enter through the main gate if accompanied by a parent/ guardian. The learner and parent/ guardian must report to Enquiries where his/her name will be taken down. Should a learner be late three times, he/she is punished with a detention.
- A second bell rings at 07:22. Learners must be assembled orderly on the quad at this time, so the RCL and EC can complete the attendance register.

## 2. MONDAYS (if there is assembly in the hall)

- Learners gather for assembly **alphabetically** according to their register classes.
- When the bell goes at 07:40, there must be order and the RCL, together with the Executive Council member, must take register immediately.

### Grades 8 and 9

- On lawn in front of the principal's office.

### Grades 10 and 11

- At side doors of hall.

### Grade 12

- At the back doors of the hall.
- The Executive Council is responsible for maintaining order.
- Each council member accompanies the grade allocated to him/her.
- Learners keep quiet and stand when the principal and staff enter, so scripture reading can take place in a holy atmosphere.

## 3. TUESDAYS TO FRIDAYS

- **07:22** Second bell rings.
- All learners must already be assembled alphabetically and in their respective classes in the quad.
- Learners stand in an orderly fashion. The RCL together with the EC take register.
- Assembly is opened with scripture and prayer.
- On Fridays no learner is allowed to stand around outside the class during register period.

## 4. HANDING IN OF REGISTERS

- All RCL members must hand in the register at the responsible Executive Council Member **IMMEDIATELY** after completing the register.

## 5. END OF THE DAY

- Learners may only leave **after** completion of the announcements, prayer and ringing of the bell, at 13:30.
- Classes are expected to be absolutely quiet during the announcements and prayer. If there is chaos **the whole class will be kept back** until the culprits have been identified. In such a case, the school will not be responsible for any transport difficulties of learners.



# ABSENCE OF LEARNERS

## 1. GENERAL

If a learner is absent:

- 1.1. Parents are responsible for notifying the school.
- 1.2. If parents find it impossible to contact the school, a letter or doctor's certificate must be handed in on the first day back after being absent.

Learners whose parents do not make these arrangements will be punished with detention.

## 2. TESTS

- 2.1 The marks of tests written after a scheduled date, may not count.
- 2.2 Only a doctor's certificate is accepted for illness during tests. Such a learner will then get an "a" (absent) for the test.
- 2.3 Learners who miss a test with permission, get an "a" (absent) as well. Such permission will only be granted in very exceptional cases if pre-arranged with the Principal.
- 2.4 No test may be written at an earlier date than scheduled.

## 3. EXAMS

- 3.1 A learner who leaves on holiday before the date of the exam paper gets **0%** for that specific paper.
- 3.2 Only a valid doctor's certificate will be accepted for illness during exams. If such a certificate is not handed in, the learner will receive **0%** for the specific paper instead of an "a" (absent).
- 3.3 Funerals of next of kin during exams: Special consent must be obtained from the Principal.

## 4. DURING THE SCHOOL DAY

- 4.1 If a learner knows in advance that an appointment must be kept during school hours, he/she must make arrangements at Enquiries ahead of time and excuse him/herself from class at the pre-arranged time. No learner will be called by means of the announcement system.
- 4.2 If a learner becomes ill during the day, the learner must report at Enquiries. The school will then contact the parents and make arrangements.  
**NO learner may phone parents without permission.**
- 4.3 A learner may not leave the school grounds before a letter of absence, from the office, has been handed to the RCL member of his/her class.
- 4.4 **ALL** learners who leave the school grounds before the end of the school day, must be fetched from Enquiries by a parent/guardian and be signed out.

## BASIC RULES FOR NEAT SCHOOLWEAR

At the beginning of the year specific neatness regulations, in accordance with the RCL, will be discussed. Any changes will be made known and will apply.

**Learners who repeatedly, after warning, transgress a neatness rule, will be punished according to the discipline system.**



## MAKE-UP

- **No** make-up is allowed with school uniform.
- Should a girl suffer from a skin condition, permission must be obtained to use foundation, only allowed if it still looks natural.
- Be **ABSOLUTELY CERTAIN** that **all** traces of make-up worn the previous evening, has been removed before coming to school!
- Waterproof make-up is very difficult to remove completely, so please do not use this type as this will not be accepted as an excuse.
- No coloured lip ice/gloss.

## HAIR

**Enquiries that pertain to hair must be discussed with a teacher from the management team to avoid having to correct hairstyles after spending money on it.**

## GIRLS

1. Hair must be tied, no loose hair hanging in the neck. Hair must be tied in **one** or **two** pony tails. **NOT MORE THAN TWO PONYTAILS ARE ALLOWED**, irrespective of the length of the hair. Strands of hair may not be pulled out of the ponytail and must be pinned back with clips. Strands of hair may not be tugged from the ponytail to appear uncombed.
2. If hair is long enough to be tied back, it must be tied back neatly in a ponytail with a bottle green/ black/ white hair tie.
3. The size and the height of the ponytail/ bun must not be an obstruction for other learners in the learning and teaching environment. The length must not exceed the lower back/ seam of the blazer.
4. Long fringes may not be pushed behind the ears. It needs to be firmly fastened with clips, if the ponytail does not stay in position.
5. **NB:** Strands of hair behind/in front of the ears, or in the neck is not allowed.
6. Unconventional hairstyles are not allowed.
7. *Streaks will be allowed, under the following conditions:*
  - 7.1. It must be done by a **professional** hairdresser in a salon, as home efforts are not always successful.
  - 7.2. Only 2 shades lighter than own hair colour will be allowed.
  - 7.3. A maximum of **10 thin streaks** distributed evenly over the head will be allowed if the foil method is used.
  - 7.4. The final result must look as natural as possible.
  - 7.5. Girls with **dark hair** must realize that they are at greater risk of looking unnatural.
  - 7.6. A learner who already has stripes in her hair may not insert new ones until the previous ones have grown out.
  - 7.7. If a learner's hair is not satisfactory, it is expected that the learner rectifies it immediately.
8. African braids (Box braids, yaki braids etc.)/ extensions/ cornrows/ natural
9. dreadlocks are allowed under the following conditions.
10. The only following colours are allowed: 1B (Black), 2(Dark brown)
11. Straight backs and straight ups must be tied with a hair tie.
12. Single braids may not be taken out from the ponytail or bun.
13. No wool is allowed as hair extensions or other plaiting types which will unnecessarily enlarge the hair size
14. The length must not exceed the lower back/ seam of the blazer.
15. Only **PLAIN** hair accessories **WITHOUT DECORATIONS** may be worn.
16. Natural afro hair is allowed provided it is kept off the face and off the collar with
17. neat hair ties, no natural afro extensions that are too large are allowed.





18. It is expected that a schoolgirl's hair is not coloured. Girls with an unnatural hair colour will be punished according to school rules. It will be expected that such a girl corrects the colour and wears a short style until natural colour has grown back.

**Punishment: 2 detentions and 5 days suspension (unless it is noticeable that an effort has been made to rectify colour)**

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***IN THE CASE OF UNCERTAINTIES REGARDING HAIR, THE FINAL RULINGS REST WITH HAIR COMMITTEE CONSISTING OF FEMALE TEACHERS.***

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Only **PLAIN** hair accessories **WITHOUT DECORATIONS** may be worn. (No lace or accessories with diamond, pearls and patterns are allowed)

- Black, white or bottle green bands.
- Ribbons may only be black, white or bottle green.
- Black, white or hunter's green Alice bands.
- Small black, white or bottle green "scrunchies".
- Small black, white, brown or silver hair clips and hair combs.
- Black, white, brown slide clips.

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**ONLY BRIGHT WHITE ACCESSORIES ARE ALLOWED PERMITTED IT DOESN'T APPEAR DIRTY**

## **BOYS**

**Specific regulations will be made known to the learners, after negotiating with the RCL, at the beginning of the year. Any changes will be given to learners to be applied.**

1. Unconventional hairstyles are not allowed.
2. Hair must be clean at all times, neat and cut in a short style.
3. Length of hair may not exceed 4 cm.
4. Only hair shorter than 4 cm may be worn with gel.
5. It is expected that a boy's hair never be coloured. A boy with unnatural, artificial hair colour will be punished according to the school rules. It is expected that such a boy corrects his hair colour, and that the hair that re-grows, be worn short.
6. Mohawk styles must be at least 5 cm wide at the narrowest point at the back of the head – no pointing arrows are allowed.
7. No Rastafarian dreadlocks are allowed.
8. A single parting may be cut into the hair, provided that it is not extreme.
9. No pattern may be cut down to skin level.
10. Boys should be shaved.
11. Only a motivational letter from a dermatologist will be accepted as a reason for not shaving. Religious concessions must be motivated by the religious leader and cleared with the governing body.

**Punishment: 2 detentions and 5 days suspension**

**(Unless it is noticeable that an effort has been made to rectify colour)**

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***IN THE CASE OF UNCERTAINTIES REGARDING HAIR, THE FINAL RULINGS REST ON HAIR COMMITTEE CONSISTING OF MALE TEACHERS***

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## **NAILS**

- *The main rule is neatness and well-cared for nails.*
- Only grade 10-12 girls may use transparent nail polish and/or French manicure. It is recommended that the "French Manicure" be done professionally and only on OWN nails so that it looks natural.
- The white of the nail must not be longer than 2 mm if it is filed in a rounded shape.



## JEWELLERY AND OTHER NOT-PERMITTED ITEMS

1. Boys are not allowed to wear jewellery.
2. Girls may only wear one signet ring.
3. NO CHAINS, BANGLES OR ANKLE CHAINS ARE ALLOWED.
4. Only plain, undecorated wrist-watches are allowed. Watches with bright or highly decorated straps, which look like bangles, are not allowed.
5. NO vapes (or any accessories related to them) or any tobacco products are allowed.
6. Earrings:
  - 6.1. Thin gold and silver sleeper earrings that close (size of a new R1 coin), or small plain studs.
  - 6.2. No half-moons, diamonds, pearls or any other gemstones or shapes are permissible.
  - 6.3. Only one earring per ear, in the bottom hole on the lobe.
  - 6.4. Navel-, nose-, eye- or tongue piercings are prohibited. PLASTERS TO HIDE THESE PIERCINGS WILL NOT BE ALLOWED.
7. NO visible tattooing, "henna" or "mendhi" are allowed.

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***IF A LEARNER WEARS JEWELLERY, IT WILL BE CONFISCATED. AFTER PAYING A FINE OF R50- 00 AT ENQUIRIES, IT WILL BE RETURNED.***

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## DRESS CODE

### INTRODUCTION

- Pupils who do not dress according to the dress code will be sent home to dress correctly.
- Dress code for boys and girls are specified separately.
- Any reference to colour is in the shade of existing school colours.
- The school blazer and tie must be worn on Mondays.
- NO blazer may be worn without a tie.
- NO tracksuit jackets may be worn with school uniform.

**SCHOOL UNIFORM RULES AND THE APPLICABLE PUNISHMENT FOR THE TRANSGRESSION OF SUCH, ARE ALSO VALID AND BINDING WHEN A LEARNER IS OFF SCHOOL GROUNDS IN UNIFORM.**

## SCHOOL OUTFITS

### 1. BOYS

#### Trousers:

- Only grey shorts or long grey school trousers may be worn.
- A black or brown belt with plain buckle must be worn at all times with long grey school pants.
- The buckle must not be large or decorative.
- The hems of trousers must be neatly sewn.
- The trouser legs may not be narrowed down.

#### Shirts:

- White school shirt with long or short sleeves.
- A tie must be worn with a stiff-collared shirt.
- No printed or coloured T-shirts may be worn under the school shirts; white T-shirts allowed only if a tie is worn.

#### Shoes:

- Plain, smooth leather black shoes with laces, without any coloured inserts or shiny buckles.
- Shoelaces must be tied in a firm bow tie.
- The Bronx type of shoe (Without laces and buckle's) is permitted.



**Socks:**

- Grey long school socks.

**2. GIRLS****Dresses or skirts:**

- Green dress or skirt according to prescribed style and length (maximum 15 cm above the floor when learner kneels)
- Girls wearing a skirt, must wear a tank top that fully covers underwear. A tie is NOT compulsory, but the underwear / tank top must not be visible.
- Skirts may not be shortened by rolling it up in the middle.
- Skirts may not be narrowed down.

**Shirts:**

- White school shirt with long or short sleeves. A tie must be worn with a stiff-collared shirt.
- No printed or coloured T-shirts may be worn under the school shirts; white T-shirts allowed only if a tie is worn.

**Pants:**

- Only long grey school trousers may be worn.
- The hem of trousers must be neatly sewn.
- The pants must not be too tightfitting. Underwear is not permitted to show.

**Shoes:**

- Plain, smooth leather black shoes with a single thin buckle or with laces.
- Shoelaces must be tied in a firm bow tie.

**Socks:**

- Short white school socks that are turned over once.
- Long grey socks only with trousers.
- The girls are allowed to wear long black tights with their school dresses. The school will not keep stock. Learners will have to buy it themselves. The word "TIGHTS" must be on the packaging. No normal STOCKINGS will be allowed.

**GENERAL****Blazers:**

- Plain green school blazers with the school badge on the top pocket.
- Only those pupils who have earned scrolls for achievements may wear them on their blazers.

**Jerseys:**

- Green school jersey with striped V-neck.

**Pull-over:**

- Green school pull-over with striped V-neck/white school pull-over for matrics.
- No pull-overs are to be worn OVER school jersey.

**Ties:**

- Plain green tie with school badge for all pupils.
- Only first teams are allowed to wear striped ties.

**Ties are compulsory:**

- ✪ When a blazer is worn.
- ✪ Ties must be worn for the whole school day.
- ✪ When a white T-shirt is worn under the school shirt a tie must be worn.



## Scarves:

- NO SCARVES may be worn.

## Head scarves for Muslim learners:

- Only plain black scarves may be worn – no decorative scarves will be allowed.
- Scarves must be fastened with a plain clip (No rhinestones).
- The same rules as for hair accessories applies.

## Gloves, Beanies and Hats

- Green or black gloves may be worn on extremely cold days.
- No caps/berets/hats will be allowed.

## Earphones:

Wearing of earphones when in school clothes, is prohibited.

## ACHIEVEMENT/HONOURS

### Achievement

- Scrolls, for achievements, in gold or silver on the left side of the blazer beneath the school badge.

### Honours

- Learners who have achieved honours may only wear an HONOURS badge in the place of the normal school badge.

### Executive Council

- The prescribed piping must be attached to the outer edge of the blazer.

### First Teams:

- First teams are allowed to wear their first team clothes on a Friday preceding a match, provided that permission has been given before the time! (No scarves). This privilege will be forfeited if a learner deviates from the acceptable standard dress code.
- No make-up allowed.
- Provincial athletes may wear the same clothing as is permitted for “First Team” players.

### Provincial/National Colours:

- May ask permission to wear on Mondays.
- No make-up allowed.

### Badges/Pins

- All top 10 academic badges obtained may be worn, regardless of the year in which it was awarded.
- All OTHER badges/pins may only be worn during the year in which they were awarded.
- If the badges were only awarded in the fourth term, it may be worn the following year.

## SPORT WEAR

All supporters at sport events to be dressed in full school uniform. **NO CASUAL WEAR/CLOTHING IS ALLOWED AT SPORTING EVENTS.** This rule is also applicable to all spectators and at **ALL** types of sports.

## ATHLETICS (BOYS AND GIRLS)

- For participation: A school athletics vest with a black school athletics short / school running shorts (poly short) / a school ski pant.



- The black athletics short / running shorts must be worn over ski pants if athletes are not participating at that time.
- The HPR shirt may only be worn if an athlete is not participating in an event at that moment.
- With the athletic uniform, athletes wear tekkies and short white socks. (No slops)
- **ONLY THE SCHOOL TRACKSUIT MAY BE WORN WITH SPORT WEAR.**

## **WINTER SPORT**

### **1. RUGBY**

#### **Shorts:**

- White shorts for the first and second teams.
- Black shorts for all other teams.

#### **Socks:**

- Green striped rugby socks.
- First team wears socks as decided by coaches.

#### **Jerseys:**

- Will be supplied by the school.

### **2. NETBALL AND HOCKEY**

- Sponsored clothing to be worn by all teams.
- Socks as decided by coaches.

### **3. TENNIS**

- HPR golf shirt with short or skirt as determined by coach.

### **4. CRICKET**

- Cricket long trousers with HPR golf shirt and white socks.

### **5. GOLF**

- Coach and team determine outfits.

### **6. PRACTICE WEAR**

- Comfortable clothes may be worn to practices but must not be daring/revealing.
- Clothes must not restrict learner during practices.
- No underwear may be visible.

### **7. SPONSORS**

- All teams may be sponsored.
- Only first teams will be allowed to apply for sponsorships and must be approved and co-ordinated by the principal.
- The principal must approve sponsors' names on practice wear.
- All sponsorships must be made known to the governing body.
- Cash donations must be paid into the school's account. The principal controls the application of the fund.
- Sponsors' names may be displayed on the top right of the shirt or on the back of sportswear.



## DRESS CODE AFTER HOUR ACTIVITIES

## DETENTION AND COMMUNITY SERVICE

School uniform unless stated differently.

## APPOINTMENT WITH PRINCIPAL OR MANAGING BODY

School uniforms

## SCHOOL OUTINGS OR EXCURSIONS

- If learners depart during school hours or directly after school, they may, on request, wear the green HPR-shirt and long denim with tekkies to school.
- The only alternative is the green HPR-shirt with a school baggy or a complete tracksuit with tekkies.
- When it is cold a learner may wear the school jersey.
- No other jacket or tracksuit top may be worn. NO FLIP-FLOPS!

## CASUAL CLOTHES FOR GIRLS

These rules apply for all occasions when private clothes are worn.

## TOPS

- NB: Only tops with which underwear can be worn are allowed.
- Stomachs may not show (not even with 'hipsters').
- May not be replaced by a bikini top.
- May not be revealing (cleavage may not show).
- No underwear may show.
- No shoe string tops allowed. This is also applicable to sundresses.
- No off-shoulder tops may be worn.

## PANTS

- The same rule as for school dresses apply: Shorts may not be more than 15 cm above the floor when learner kneels.
- Wear the right size long pants - underwear should not be visible.
- No ski-pants or tights. If leggings or jeggings are worn a long shirt must be worn. (Over hips and bums)

## SWIMWEAR

Bikinis and revealing costumes are not allowed without a T-shirt over.

## GENERAL

- Moderate make-up is allowed.
- **NB: GRADE 8 - NO MAKE-UP!**
- Loose hanging hair is allowed if NEAT.
- Elegant jewellery, within limits, is allowed. Only a single earring per ear in the bottom hole of the earlobe may be worn.
- The same rule as for school dresses apply: Dresses and skirts may not be more than 15 cm above the floor when learner kneels.
- Slops may be worn with private clothing.
- Evening Dresses: No daring, tight-fitting, too short or transparent evening dresses are allowed.

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**THE NEATNESS COMMITTEE MAY DETERMINE WHETHER OR NOT CLOTHING IS DECENT AND PERMISSIBLE.**

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## **TRANSPORTING OF LEARNERS TO EXTRA-MURAL EVENTS**

- The school takes responsibility for the transport of learners for all sporting codes and cultural activities in which the school is involved, up to league level and final trials.
- Should a learner be selected for a provincial team, the learner will be responsible for own transport to practice sessions and competitions/matches.
- Should a teacher be involved with the activity, transport may possibly be provided.

## **DUTIES OF GRADE 8 LEARNERS:**

### **A GRADE 8 LEARNER OF PIET RETIEF HIGH SCHOOL:**

1. Is the first to greet educators, adults and seniors/superiors.
2. Is loyal and enthusiastically takes part in everything the school offers him/her.
3. Knows the teachers' names and knows where their classrooms are.
4. Knows the names of the Executive Council and the grade 12s.
5. Knows the school anthem.
6. Knows and obeys the school rules.
7. Wears an identity card in term 1.
8. Takes part in the initiation concert.
9. Wears a tie without a blazer until the rules test has been passed.
10. Attends all meetings presented by the school and reports to the Executive Council for attendance control.
11. Is responsible for cleaning up the grounds after functions and during break.

### **OBEYS THE FOLLOWING RULES, AS DETERMINED BY THE EXECUTIVE COUNCIL, DURING THE FIRST TWO WEEKS:**

1. Wears a clear name-board.
2. Boys wear no gel in their hair, unless stated otherwise by EC.
3. Girls with long hair must tie it according to rules.
4. Wears a school baggy and HPR golf shirt with tekkies.

## **CELL PHONES**

1. A learner is not supposed to bring a cell phone to school.
2. THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR THEFT OF CELL PHONES.
3. If a cell phone might become necessary during the day (e.g., leaving during the day to a sporting activity or other function), the cell phone must be placed in the locker BEFORE school.
4. No learner may contact his/her parents and no cell phone may be in the possession of a learner. This includes before school, class and break times.
5. If the above rules are transgressed, the cell phone will be confiscated.
6. Fine: R300/sim card and cell phone will be kept in the safe for a one month-period.
7. No learner may use a cell phone which has been placed in a locker in between periods.

## **SCHOOL BAGS**

- It is compulsory that all learners use the HPR school bag with the school emblem.
- Only a learner's name may be written on the bag, in small and neat writing.
- No graffiti or Tippex may be found on the bag. A learner will be forced to buy a new bag if this is the situation.
- NO backpacks or bags with wheels will be tolerated, unless permitted.
- No textbooks will be issued to a learner whose bag is not up to standard.
- Before school and during break, bags are placed at the class as for the next period (first or after break).



- The owner of a bag left in the wrong place will get detention.
- Learners must take their bags with them to each class.
- Bags must be neatly placed outside the test class while writing a test.
- Don't store any valuable items or money in the bag.

## NEATNESS OF SCHOOL GROUNDS AND BUILDINGS

- Damaging of school property and littering are not allowed.
- Keeping our school tidy is everyone's responsibility.
- Scratching on desks, graffiti on walls, doors, panes, etc. will not be tolerated.
- Climbing, clambering and kicking against or on walls are not allowed.

**The above-mentioned transgressions are regarded as damage to school property and as such punishable with a fine of at least R100.**

- A learner would be kept financially liable for repair of school property (e.g., panes, desks, chairs, etc.) damaged by him/her. Wilful damaging will be investigated.
- **LITTERBUGS WILL BE PROSECUTED AND FINED R50.**
- Cool drinks, sweets and other food are not permitted in the school hall or any classroom.
- No chewing gum is allowed on the school grounds as it is often disposed of under desks. (Immediate detention)

## CAFETERIA

- No loud disruptive behaviour is allowed in the cafeteria.
- No learner is allowed in the cafeteria during class time.
- Only Grade 11 and 12 learners may be seated at the tables during break.
- Grade 12 learners with two or less penalty points against their name, may sit in the cafeteria during supervision.

## LOCKERS

- Lockers are available at school.
- These are leased annually from January to end of November.
- The prices are available at the finance office.
- All learners that have had lockers must re-apply in the new year.

## ACADEMIC SUBJECTS

### ADDITIONAL SUBJECTS

- A learner must maintain an average of at least 70% before he/she will be allowed to take an additional subject and an average of at least 75% for additional subjects.
- Learners must apply for permission and motivate their choice if additional subjects are to be taken.
- If it is found that a learner does not perform well in his/her choice subjects anymore, he/she will not be allowed to carry on with the additional subjects.

### SUBJECT CHANGES GRADE 10–11

- At the end of the year ( $\pm$  2 weeks before the end of year exam). The change then becomes applicable at the start of the next year.
- Both educators concerned, the parent/guardian as well as the Deputy Principal must grant permission before a learner may change subjects.
- The applicable forms must be completed and handed in at the teacher responsible for administration.





- It is the responsibility of the LEARNER to catch up all work in order to present a complete portfolio in the new subject.
- Any other subject changes will be considered, on merit in exceptional cases.

***IT IS NOT ADVISABLE FOR A GR 12 LEARNER TO CHANGE SUBJECTS.***

## **GRADE 9 SUBJECT CHOICES**

- Learners must pass all choice subjects for grade 10, with a minimum of 40% or more, at the end of grade 9.
- In certain subjects' learners are selected according to performance in grade 9.
- A Gr 9 learner must have obtained a year mark of at least 40% in Mathematics to choose Mathematics in Gr 10, a year mark of at least 35% in Mathematics to take Technical Mathematics in Gr 10 and a year mark of at least 50% in Mathematics to take Physical Science or IT in Gr 10.

## **PUNISHMENT OF ACADEMICAL TRANSGRESSIONS**

### **GRADE 8 TO 12**

- For three academical transgressions per subject (homework or after-care not done, books forgotten, work not pasted in, tests not signed, etc.) a learner's name is entered in the disciplinary system and such a learner will receive a community service.
- After the fourth transgression the learner is warned. After the fifth transgression, learner's name is entered again, and the learner then receives a community service and then on each occasion thereafter.
- If a learner does not complete all punishments, during the term the rest must be completed during exams.

### **COPYING OF WORK**

- Copying of another learner's work is seen as a serious misconduct (class 3 transgression).
- Both the 'borrower' and 'lender' are punished.
- The guilty learners will get 0% if the work is evaluated.

### **GENERAL**

- Learners start each term with a clean record.
- Teachers record transgressions in learners' exercise books.
- A learner must catch up all work (missed as a result of absence) and hand in for evaluation as soon as possible, or this will be handled as an academic transgression.

***IT IS THE PARENTS' RESPONSIBILITY TO CHECK THEIR CHILD'S BOOKS REGULARLY.***

## **EXAMS AND TESTS**

1. Learners sit at desks allocated by the supervising teacher.
2. Learners must be at the examination room at least 15 minutes before the start of an examination session. No extra time will be allowed for learners who arrive late without a valid excuse.
3. Learners are expected to keep quiet while papers are handed out. Inappropriate behaviour will be regarded very serious, as in the case with dishonesty. Learners who do not write the exam must quietly carry on with homework.



4. It is the learner's responsibility to check whether the right question paper has been received.
5. NO communication whatsoever is allowed among learners who have received papers. NOBODY is allowed to look around.
6. Ensure that all stationery needed for the exam is present, an extra pen too. No borrowing will be allowed.
7. NO Tippex is allowed. Draw a neat line, with a ruler, through the mistake and correct it.
8. If a learner is dishonest during the exam, his/her paper will immediately be taken, and the learner will be re-issued with a new answer sheet and no extra time will be given. The incident will be reported to the principal directly after the session. If the learner is found guilty the learner will receive a zero for the question paper.
9. NO learner may leave the examination room before the end of the session, unless the necessary permission was granted, before the session started, by the principal.
10. Learners will be allowed to leave the examination room only in extreme cases. Where possible, such a learner will be accompanied by a teacher.
11. See "absence of learners" for rules about absence during the exams.
12. All neatness rules apply during exams. Any transgression of these rules has to be corrected before such a learner will be handed an examination paper. No extra time will be allowed.
13. No learner may be in possession of a cell phone during the exams. A learner who is found guilty will be seen as dishonest and will be punished accordingly. Cell phones/Smart watch must be placed in the lockers.
14. No eating and drinking allowed in the venue.
15. No pencil cases/bags are allowed in the exam room. Learners must remove everything they need before-hand and place it on the desk.

## **DISCIPLINARY SYSTEM**

### **1. INTRODUCTION**

The school rules are divided into groups of comparative transgressions. This is done to simplify the rules and respective punishments into an easy workable system, in which transgressions will be comparable. The point system further makes it possible to take into account all transgressions and thus to evaluate the learners' general attitude towards the school.

**ALL SCHOOL RULES APPLY WHEN A PUPIL IS CLOTHED IN SCHOOL WEAR OR IS PART OF AN ORGANISED GROUP/TOUR GROUP**



## 2. CLASSIFICATION OF TRANSGRESSIONS

<b>2.1 EXTREME MISCONDUCT (Class 4)</b>	Liable to be prosecuted for a criminal offence in school.
<b>2.2 SERIOUS MISCONDUCT (Class 3)</b>	Absent without leave, Alcohol and/or drugs, Bad behaviour, Bad manners, Overstepping expulsion conditions, Copying, Dangerous actions, Dangerous objects, Dishonesty, Unacceptable language, Vandalism, Unseemly behaviour, Littering, Victimization, Initiation, Missed detention, Neglect of duty, Pornography, Rebelliousness, School wear and neatness, Smoking, Theft, Fighting, Graffiti, Fondling, Lying, Bullying
<b>2.3 MISCONDUCT (Class 2)</b>	Absent without leave, Alcohol and/or drugs, Assault, Bad behaviour, Bad manners, Overstepping expulsion conditions, Copying, Dangerous actions, Dishonesty, Unacceptable language, Vandalism, Unseemly behaviour, Littering, Victimization, Initiation, Missed detention, Neglect of duty, Pornography, Rebelliousness, School wear and neatness, Smoking, Theft, Fighting, Graffiti, Fondling, Lying, Bullying
<b>2.4 MINOR MISCONDUCT (Class 1)</b>	Absent without leave, Copying, Late, School uniform and neatness, Negligence of duty, Rebelliousness

**THE ABOVE MENTIONED ARE TYPICAL EXAMPLES.**

**ANYONE OF THESE TRANSGRESSIONS CAN BE CLASSIFIED IN ANY GROUP DEPENDING ON THE SEVERITY AND CIRCUMSTANCES OF THE TRANSGRESSION.**

## 3. EXPULSION

A learner will only be expelled for continued or severe misconduct.

### 3.1 TEMPORARY EXPULSION

The learner is not allowed to attend school for the relevant time after his/her parents have been phoned and they have received written notice. The learner and not the educators, will be held responsible to catch up work that has been missed. Such a pupil will be expected to write all scheduled tests.

### 3.2 PERMANENT EXPULSION

Permanent expulsion means that a learner may not attend school, or any school activity, for a period of five days, pending a request to the relevant department that the learner be refused further admission to the school. In case of such a request being refused, the learner will be allowed to attend classes but not to attend any other school activities.



## 4. WEIGHTING OF TRANSGRESSIONS AND PUNISHMENTS

There will be distinguished between detention and community service. Detention will in future be handed out for behavioural problems. The session will take place under strict conditions and with no leniency, for example, no homework to be done during the session. Community service will be carried out for less serious offences, as well as homework not done. This punishment will be handled as a session in which homework may be done if no suitable opportunity exists for community service. These punishments will take place on Wednesdays or Fridays after school up to 16:00. Learner signs to signify receiving the punishment letter. It is the learner's duty to hand the letter to his/her parent. A learner (or parent) has only 7 days from date of receipt, to question the punishment.

<b>TRANSGRESSION/ PUNISHMENT/ MARK</b>			
<b>Class 4 x 1</b>	<b>Class 3 x 1</b>	<b>Class 3 x 2</b>	<b>Class 3 x 3</b>
Possible Expulsion 15 per transgression	Possible interview with parents 2 x Detention 5 per transgression	Interview with parents Expulsion 1 week 5 per transgression	Permanent expulsion 5 per transgression
<b>Class 2 x 1</b>	<b>Class 2 x 2</b>	<b>Class 2 x 3</b>	<b>Class 2 x 4</b>
1 x Detention 2 per transgression	2 x Detention Interview with parents 2 per transgression	2 x Detention Interview with parents 2 days expulsion 2 per transgression	1 week expulsion Permanent expulsion 2 per transgression
<b>Class 1 x 1</b>	<b>Class 1 x 2</b>	<b>Class 1 x 3</b>	
Warning 1 per transgression	Warning 1 per transgression	Investigate wilfulness 1 per transgression	

**THE ABOVE IS A BASIC GUIDE - THE NATURE AND FREQUENCY OF THE TRANSGRESSIONS, DECIDE THE PUNISHMENT OF THE TRANSGRESSION, ETC**

## 5. MARKS SYSTEM

### 5.1 DETERMINING OF MARK TOTAL

All marks allocated to the learner will count towards the total marks of the learner. Marks for previous transgressions will be ignored/ cancelled after the following period:

Serious misconduct	=12 months
Misconduct	=6 months
Minor misconduct	=3 months

### 5.2 RESTRICTIONS

If a pupil's points exceed certain limits the following restrictions will be applicable:

#### **MARK / RESTRICTIONS**

*10 or more*

- Cannot be a member of the executive council or any other leader. Existing executive council members are relieved of their duties.

*15 or more*

- May not attend any social activities.

*30 or more*

- May not attend/take part, in any school activities, pending a request that the learner be refused further admission to the school.



## FINES

- Cell Phones or any other prohibited devices e.g., vapes *R300/ sim card and cell phone will be kept in the safe for a one month-period.*
- Littering = R50
- Vandalism = R100 and repair costs
- Jewellery = R50
- Lost textbook = R300 (**Cost of replacing a textbook**)

## 6. DISCIPLINE IN CLASS

Mutual respect between educators and learners is not negotiable.

### CLASS RULES

1. Learners must be in the class before the cut-off bell rings.
2. Enters a class calmly, neatly and keeps quiet.
3. Junior learners (Gr 8 & 9) must stand at their desks and wait for permission from the teacher before sitting down.
4. Greets the teacher at the beginning and end of class.
5. No learner may disrupt the class or stand during class without a sufficient reason.
6. Learners must remain seated after the warning bell (double bell) and be quiet until all announcements are completed.
7. Learners are only allowed to stand and leave the class after the second bell has rung.
8. Learners may not waste time by going to the toilets during change over.
9. Learners must sit up straight, no leaning back or lying on their arms.
10. Nobody should speak or make a noise whilst the teacher or a fellow learner is speaking.
11. Only Afrikaans or English may be used in class, no other languages allowed.
12. Learners must raise their hands and wait for permission from the teacher before saying something.
13. No negative comments allowed in class, especially if aimed at fellow learners or members of staff.
14. No eating or drinking of any kind, not even water, is allowed in class.
15. Learners may not comb their hair or use any toiletries (deodorant, cream or lip ice) in class.
16. Learners are responsible to keep their desks and the class clean and neat. No littering or shooting papers are allowed.
17. No writing of personal letters/notes in class.
18. Each learner must have and use his or her own stationery.
19. Correcting fluid (Tippex) and permanent markers may not be used or in possession.
20. No writing on walls, windows, desks, etc. allowed. No vandalism/graffiti.
21. All learners are required to have the correct school bag and it must be carried to each class. Bags must be placed at the next class before school or during breaks.
22. Bags must be stacked neatly against the wall or lined up on the sides of the passage.
23. Learners are responsible for doing homework and catching up any missed work due to absenteeism.
24. For not doing homework three or more times in a subject per term, the learner will be punished with community service.
25. A learner may not leave the class without permission.
26. No cell phones are allowed in class.



## 7. DISCIPLINARY PROCEDURES:

1. Learners behaving poorly or who cause disruptions will be sent to the discipline class. This may include fighting, being disrespectful or undermining authority, etc. TAKE NOTE: When a learner refuses to leave the class, two detentions are given immediately.
2. **Three transgressions:**  
1 x detention is issued.
3. **Four transgressions:**  
1 x detention is issued and referred to the disciplinary head of the grade.
4. **Five transgressions:**  
2 x detentions are issued, and learner is referred to the disciplinary team for a possible parent interview.  
A pink card is issued.
5. **Six transgressions:**  
Learner is referred to the disciplinary team for possible exclusion.

## ORGANISED STAY-AWAY ACTIONS

A learner who participates in an organized stay-away action that disrupts the school, for example National Bunk Day /" forty days", is punishable with two detentions and may for the rest of the year, forfeit the privilege of attending social functions.

## PIETIE MANNERS

### A LEARNER OF PIET RETIEF HIGH SCHOOL:

1. Respects his/her superiors and inferiors.
2. Keeps quiet while the principal (especially during assembly) or a teacher is talking.
3. Gives way to teachers in the corridors.
4. Never enters a room before a teacher.
5. Stand up and face superiors (adults or visitors) and greet in a friendly manner.
6. Communicate in a civilised manner. No talking or screaming at extreme noise levels.
7. Does not stand in front of the principal's door while another learner or visitor is engaged there.
8. Never enters the staff room.
9. Obeys school uniform rules in town as well.
10. Does not walk around listening to music with earphones or electronic music devices whilst wearing the school uniform, whether at school or not.
11. No part of the school uniform may EVER be combined with casual clothes, whether at school/ in town or after school hours.
12. Never chews chewing gum at school.
13. Has no physical contact with a boy- or girlfriend while wearing school uniform.
14. Keeps quiet when the principal and staff enter the hall.
15. Never uses the foyer as a short cut.
16. Stands at attention when the school anthem or national anthem is sung and sings it wholeheartedly.



# CHANGING OF AND ABSENCE FROM CLASSES AND BREAK

## CHANGING OF CLASSES

1. A warning bell rings 1 minute before the end of a period. This bell is an indication to the educator that the lesson must be concluded. Learners must sit QUIETLY and listen to the announcements.
2. NB: No learner is allowed to stand before the second bell has rung.
3. Learners leave the class orderly at the end of a period after the second bell and briskly move along the shortest route to the next class. Walking on the grass is not allowed - CEMENT PATHWAYS must be used.
4. Learners must walk on the left side of the passage and stairs in single file and must give teachers right of way.
5. Learners immediately enter the classroom thus not slowing down traffic.
6. After the second bell has rung at the end of a period, three minutes are allowed for moving to the next class, after which a third bell goes. If a learner arrives after the ringing of the third bell, he/she is considered being late.
7. If a learner has been kept back, a note from the principal/teacher must be shown.

## ABSENCE FROM CLASS

No learners are allowed to move outside classes without permission from a teacher. Learners may not leave classes in pairs during class periods.

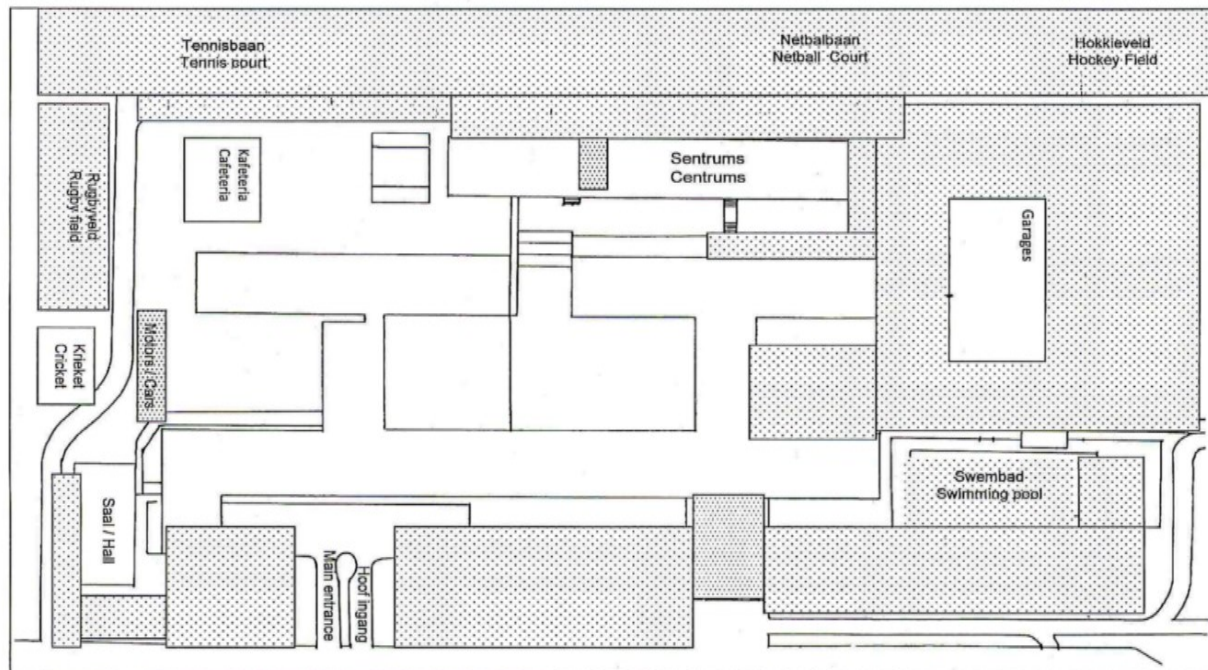
## BREAKS

- Breaks start with the ringing of the second bell after announcements have been made.
- Appointments during break must be kept short, so that everyone concerned may have the opportunity to enjoy the break.
- NO pupils are allowed in classes without supervision during break.
- Forbidden areas: See enclosed plan of the premises for the areas that are out of bounds:
  - The corridors and steps of the top floor, as well as the bottom passage in front of room 35 and the passage between room 45 and 46.
  - Lawn behind the computer classes and adjoining classes.
  - Sport's terrain. The tarmac behind the cafeteria is considered as the boundary line.
  - In front of the school.
- Nobody is allowed near bicycles, motorcycles or motorcars during break.
- Holding hands and fondling are not allowed during break.
- At the end of break there will be a warning bell and 2 minutes thereafter another bell. Learners must then move to their classes immediately. The 3-minute rule applies.



# SCHOOL GROUNDS

Marked areas are prohibited before school starts and during break



## RULES FOR 'SOKKIES' OR SOCIAL FUNCTIONS IN THE SCHOOL HALL

- No bags, snacks or drinks may be taken into the school hall.
- Learners wearing clothing which is not in accordance with school rules will be sent home. The staff member on duty will determine whether the clothing is unsuitable.
- Gates are locked at the start of the function, and no late comers will be allowed into the hall without a valid excuse.
- Learners will only be allowed to leave at the end of the function, unless an arrangement has been made with the staff member on duty.

## GRADE TWELVES

1. A grade 12 learner who participates in any organised stay-away action that disrupts the school (for example "forty days"/ national bunk day) is punishable with two detentions and can forfeit the right to attend the matric farewell.
2. A learner's name can be removed from the list of Matric Farewell guests if there are 10 or more penalty points against his/her name.
3. **RULES OF NEATNESS AFTER THE MATRIC FAREWELL:**
  - 3.1. All hairstyles must be returned (i.e., colours, style, etc.) after the October holidays.
  - 3.2. Girls must note that it is very difficult to rectify unnatural hair colour and highlights.
  - 3.3. Girls' nails must be returned to normal after the October holidays. The usual school rules regarding nails are applicable. The following may be done: French manicured nails may be worn or tips of 3 mm long.
  - 3.4. All rules of neatness are still applicable until the last day of the final exam has been written.
4. No strange clothes or hair styles are allowed on the last day of school.
5. Learners who do not keep to these rules will be punished according to the school disciplinary system.
6. Learners donating school clothing, may write their final paper of the end-of year exam in civilian clothes (school rules still apply).



## LEARNER VEHICLES

- Grade 12 learners with a valid driver's licence must hand in a copy thereof and complete a form which has to be displayed in the vehicle at all times.
- These learners are allowed to park their vehicles only at the designated parking area at all times.
- Parking under shelters (for staff vehicles) is not allowed for learners or the public at any time.
- Only licenced vehicles may be used on the grounds.

## MOTORCYCLES AND BICYCLES

- During school hours, bicycles and motorcycles may be left in the bicycle shed only.
- Learners may not ride alongside each other on bicycles or motorcycles.
- All motorcycle riders must have an applicable legal driver's licence.
- Riding of motorcycles on school grounds over weekends is forbidden.
- Vehicles are left on the school grounds at own risk.
- The school accepts no liability for any theft or damage.

## HANDLING OF MARKS FOR 2023 PROMOTION

Reports are issued according to departmental subject guidelines for Gr 8-12.

## PRIZE GIVING

Please take note, in advance, of the prerequisites for general honours.

## GENERAL

### 1. ACADEMICS

- 1.1. Average year mark: All assessments for the first three terms will be brought into consideration.
- 1.2. Grade 10-12  
In the case where a learner has additional subjects, the marks used for the prize giving will only be used if it benefits the learner.
- 1.3. If a learner qualifies at the end of the year, he/she can apply for acknowledgment at the beginning of the next year.
- 1.4. A learner who is absent during the exam or test will be treated according to merit and in consultation with the subject teacher.
- 1.5. New learners that did not write the June exam at HPR may only qualify for honours in the final exam.
- 1.6. Learners who change subjects after the July exams, may only qualify for honors in the final exam.

### 2. SCHOOL SPORT

- 2.1 In all sport codes and cultural activities, recognition will only be given if a learner participates in the league/region in which the school competes.
- 2.2 Awards for provincial colours obtained in school related sport codes: gold scrolls awarded only to A teams (Craven week, Netball-A, Hockey-A, etc.) All other teams will receive silver scrolls.
- 2.3 A learner that is selected for a national, provincial or regional team must also participate in that team before receiving the award. If participation only takes place at the end of the year, the learner will receive the award at the beginning of the next year. This is applicable to all sport and cultural activities.



### 3. NON-SCHOOL SPORT

1. With the exception of learners who obtained National colours in non-school sporting codes, all awards for non-school sport codes will be handled during assembly and not at the prize-giving.
2. Directives for awards: This is classified on one level lower than school-based sport.
  - 2.1. *Honours*: If a learner has been selected for and has participated in a national team.
  - 2.2. *Silver scroll*: If a learner has been selected for and has participated in a provincial team.
  - 2.3. *Certificate*: If a learner has been selected for and has participated in a regional team.

### 4. PARTICIPATION IN “BOKKIE” TEAMS (all sport codes)

A certificate only will be awarded during assembly for participation in a Bokkie-team.

## A. GENERAL HONOURS

### 1. QUALIFICATIONS

- 1.1. Only grade 12 learners are considered for honours.
- 1.2. Honours consist of 5 sections.
- 1.3. The learner will only receive the highest mark for an activity.
- 1.4. To qualify, a learner must:
- 1.5. Score 20 points from a possible 25 for activities participated in Gr 12.
- 1.6. Points are awarded for each of the following sections:
  - Leadership (Max 5 marks)
  - Academics (Max 5 marks)
  - Sport (Max 5 marks)
  - Cultural (Max 3 marks)
  - Personality characteristics (Max 7 marks)

### 2. PREREQUISITES

#### 2.1 LEADERSHIP

- 2.1.1 \*Chairperson - School [5]
- 2.1.2 \*Deputy chairperson – School [4]
- 2.1.3 \*Executive Council - School [3]
- 2.1.4 \*Captain of organised sport  
\*Member of RCL  
\*Chairperson  
\*Hostel Council [2]
- 2.1.5 \*Cheer Leader  
A leader in an organised school activity,  
e.g., Hostel Council [1]
- 2.1.6 Inappropriate leadership and actions of chairpersons or members of the Executive Council may be penalised with between 1 to 5 points.
- 2.1.7 Exceptional leadership of leaders as mentioned in 2.1.2 to 2.1.4 can earn an extra mark.

#### 2.2 ACADEMICS

- 70% 5 marks
- 68% 4 marks
- 66% 3 marks
- 64% 2 marks
- 62% 1 mark

**A pupil, who is absent during the exam or scheduled test, will be treated according to merit and in consultation with the subject teacher.**



## 2.3 CULTURAL

### ACTIVITY

- Choir/Revue/Drama
- Land Service
- Public Speaking /ATKV

### MARK ALLOCATION (SCORING)

- Each activity counts one mark.
- Acquires a higher mark for participation on a higher level, e.g., Inter High Public speaking, National Land Service.
- **Maximum 3 marks**
- Faithful support and actual participation are expected. The decision of the coach and headmaster is decisive.

## 2.4 SPORT

### THE FOLLOWING SPORTS ARE TAKEN INTO ACCOUNT

Athletics (Inter High Team), Rugby, Netball, Hockey, Tennis, Cross Country Running, Golf, Swimming, Cricket (Senior), Chess, Soccer

### MARK ALLOCATION (SCORING)

Loyal participation in school sport: one mark per sport

For all first teams: 2 marks each

Provincial or on a higher level: 3 marks each

#### **Maximum 5 marks**

Faithful support and actual participation are expected. The decision of the coach and headmaster is decisive.

## 2.5 CHARACTERISTICS

The marks are awarded according to discretion of the committee:

Ambassadorship	[2]
Behaviour	[1]
Discipline	[1]
Neatness	[1]
Helpfulness	[1]
Loyalty	[1]
TOTAL:	[7]

*If a consensus cannot be reached a vote will take place.*

## 3. COMMITTEE

Exists out of the management of the school.

**Any learner who has a serious transgression on his/her active record at the time of his/her application will not be considered for full honours.**

## B. HONOURS

Token: School badge with laurel wreath in gold plus a golden activity scroll that is shown below the badge. A certificate will be received for a repetition of this award and learner may add an activity scroll.



## **1. ACADEMICS**

1.1 All grade 8 to 12 learners qualify

1.2 Committee: Management Team

1.3 Requirements

- Grade 8 and 9:  
Average year mark: 85%
- Grade 10 to 12:  
Average year mark: 80%

## **2. SPORT**

2.1 Athletics/Swimming - Provincial Colours.

2.2 Rugby, Hockey, Tennis, Cross Country Running, Cricket, Golf, Soccer, and Chess  
Winner PUK 16

The winning team: Mpumalanga (A team)

Individual – Provincial School Sport

Pupil to participate in trials matches organized by official school union.

First and second places achieved in Mpumalanga A team league (applicable where all teams in the province participated in the league). If participation in a lower league/section took place only the first place is awarded.

2.3 Sport not presented by the school: National Colours

This prize is subject to faithful support and actual participation. The decision of the coach and headmaster is decisive, any complaints must be referred to the policy committee.

## **3. CHESS INDIVIDUAL:**

- Board A winners of board 1 in Gert Sibande Final.

## **4. CULTURAL**

4.1 Public speaking

- Inter High Winners or ATKV / SALA winners.

4.2 Land service

- Must have attended the National Land Service Camp for two years.

4.3 Eisteddfod

- A diploma must be awarded during the competition.

4.4 ATKV Tienertoneel

- Gold award received during the competition.

4.5 Robotics

- Winners on National level.

## **C. SCROLLS**

### **1. GENERAL**

Badge: - A silver activity scroll to be applied underneath the pocket's emblem. If re-awarded, another activity scroll may be added.



## 2. CULTURAL

- 2.1 Choir/Revue/Inter High or ATKV/SALA Public Speaking/ Land Service/ Drama 3 Years Loyal participation
- 2.2 Gold award received during Eisteddfod.
- 2.3 Final round participation of SALA public speaking.
- 2.4 Highveld Choir
- 2.5 Silver award received during the competition.
- 2.6 Three years participation orchestra.
- 2.7 Three years participation technical team.
- 2.8 Three years participation robotics.
- 2.9 Robotics Runner-up National level.

## 3. ACADEMICS

Grade 8 and 9:

Average year mark: 80%

Grade 10 to 12:

Average year mark: 75%

## 4. SPORT

- Two years in the first team (Chess U/19).
- Second in the PUK 16.
- Reserves of Mpumalanga winners (A-teams).
- Mpumalanga runner-up teams (A-teams).
- All other teams being Mpumalanga/Puk 16 winners or runner-up winners will be considered on merit.
- Victor/Victrix Ludorum of Colours Meeting (Senior and Junior).
- Three years Inter High Athletics or Inter High Cross Country participation.
- Three years participation, swimming level 2.
- Three years participation cycling.
- Highveld colours or Gert Sibande.
- Non-school sport: Provincial colours.

This prize is subject to faithful support and actual participation. The decision of the coach and headmaster is decisive. Any complaints or queries will be referred to the policy committee.

## D. TROPHIES

### 1. SUBJECT TROPHIES

- The best learner in each subject, in each grade, will receive a trophy.
- The prerequisite is that an average of 80% (Grade 8 and 9) and 70% (Grade 10-12) or higher is maintained throughout the year in a specific subject.
- Should a learner qualify for more than one award, only one trophy will be awarded. The various awards will be indicated on the trophy.
- A learner who achieved the best average of 80% (Grade 8 and 9) and 70% (Grade 10-12) or higher at the end of the year in a certain subject may apply to receive the subject trophy if no one has qualified for the prize during the Prize Giving Ceremony.
- If a learner changes subjects during the course of the year he/she will not be considered for a subject prize.

### 2. BEST LEARNERS

The learner with the best average in Grade 8, 9, 10, and 11, each receive a trophy.



### 3. DUX-LEARNER

The grade 12 learner with the highest average will receive the Dux trophy.

#### ABSENCES

- A pupil **MUST** have written the June exam to be taken into consideration for one of the above trophies.
- Should a learner have been absent for more than one such an assessment used to calculate the prize-giving mark, the learner will not be considered for this trophy.
- If a learner was absent for only one assessment that was used to calculate the prize-giving mark, a 0% will be given to the learner for that specific assessment. Such a learner can still be considered for one of these awards.

### 4. BEST SPORT ACHIEVEMENT

Consider best individual sport achievements in school context. Minimum qualifications: Learner must obtain provincial colours. This learner receives a trophy.

### 5. BEST SPORTSMAN/WOMAN

- Is awarded to a boy and a girl. These pupils receive a trophy.
- Achievement and versatility in sport are considered.
- Only sport in school context is considered.
- Points will be awarded according to:

Participation (e.g., 2nd team/Colours Meeting)	1
School 1st team / A-team / Captain of 2nd team	2
Captain of first team/Highveld Colours	3
Provincial	4
S.A. (S.A. team or under 1st 3 individuals)	5

**SHOULD A LEARNER QUALIFY FOR BOTH THE AWARDS OF 4 AND 5, ONLY THE HIGHEST AWARD WILL BE RECEIVED, NAMELY BEST SPORTING ACHIEVEMENT. A LEARNER CANNOT BE CONSIDERED FOR BOTH.**

### 6. BEST ACHIEVEMENT FOR CULTURE

Is awarded to a boy or girl. The learner receives a trophy. Achievement and diversity will be considered. Learners need to apply for this award.

### 7. MERIT TROPHY

Awarded to grade 12 learner(s) who, despite difficult circumstances, distinguishes themselves with exceptional strength of character throughout his/ her high school career. This award is only awarded if there are learners that meet the requirements. Such learners are nominated by the staff of Piet Retief High School.

### 8 TROPHY FOR NON- SCHOOL SPORT

Awarded to a boy / girl that has achieved an exceptional achievement, for at least on national level. This trophy is awarded at the school- based prize-giving.



## 9. REGULATIONS

- A learner cannot receive more than one prize for the same achievement. The highest achievement is taken into consideration.
- Special prizes will only be awarded with the permission and approval of the management team. These types of prizes are not encouraged.

A list with all the qualifiers will be displayed on the notice board before the Prize-Giving Ceremony. Notify the organisers of any problems with regard TO SPELLING OF NAMES and SURNAMES, PERCENTAGES ACHIEVED, AVERAGES, OMISSIONS, or any other mistakes. It must be brought to the attention of the organisers within one day after appearance on the notice board.

- All information will be regarded as correct after the due date.
- Errors, which are brought to the attention of the organisers after the due date, will be corrected only AFTER THE PRIZE GIVING.
- These awards will not be announced again.
- All errors on the part of the organisers will be corrected.

**IF A LEARNER IS ABSENT AT THE PRIZE GIVING WITHOUT A VALID REASON, HE/SHE WILL FORFEIT THE PRIZE.**

## TOP TEN

- The ten learners with the highest average in each grade receive a metal scroll, indicating the year, after report 1 and 2 and after report 4 at the start of the next year.
- A learner may wear the scroll for the rest of his/her high school career.
- Grade 10-12

In the case where a learner has additional subjects, it will only be used if it benefits the learner.

- A learner, who is absent during the exam or a scheduled test, cannot be considered for this award.



# TIMETABLE

NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

SURNAME: \_\_\_\_\_

	1	2	3	4	5	6	7	8	9
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									

