



Hugo Lambrechts

Music Centre • Musieksentrum
Iziko Lomculo

CODE OF CONDUCT FOR LEARNERS

Part 1 - Code of Ethics

I hereby solemnly commit myself to the Constitution of the Republic of South Africa, and undertake to respect, comply with and promote the law and the legal system.

I commit myself to:

- Live out the values of the Hugo Lambrechts Music Centre at all times (Care, Integrity, Excellence, Respect, Inclusivity);
- adhere faithfully to this code of conduct and all the rules and regulations of the Hugo Lambrechts Music Centre;
- maintain high moral and ethical standards;
- strive for conduct that is responsible at all times and that does the Music Centre credit;
- practise my instrument diligently, conscientiously and with dedication; and
- display the necessary courtesy and respect towards all staff, fellow learners and visitors.

I subject myself to any disciplinary measures should I fail to comply with any provision or measure contained in the Music Centre's code of conduct.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20_____

LEARNER SIGNATURE

Part 2 - Code and Rules of Conduct

1. Introduction

This document is the code of conduct of the Hugo Lambrechts Music Centre, as approved by the governing body on 20 January 2025. The governing body has consulted the school's parents, learners and educators on the content of the code of conduct. The code of conduct has been drafted in accordance with the relevant provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the National Education Policy Act, Act 27 of 1996; Guidelines for a Code of Conduct for Learners (General Notice 776 in Government Gazette 18900 dated 15 May 1998); the Regulations on Devices to be used for Drug Testing and the Procedure to be followed (GN 1140 in Government Gazette 31417 dated 19 September 2008); Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette dated October 2001, as amended) and relevant provincial legislation.

2. Definitions

Music Centre:	The Hugo Lambrechts Music Centre, cnr Alexandra Road and Picton Steet, Parow
Learner:	Any person who is enrolled at the Music Centre (orchestra members and adults included)
Educator:	An educator as defined in the Employment of Educators Act (Act 76 of 1998) or any person who with delegated authority provides music tuition on the premises of the Music Centre.
Parent:	As defined in Section 1 (XIV) of the Schools' Act
Schools' Act:	South African Schools' Act (Act 84 of 1996)

3. Objective

Although the State is obligated to make education available and accessible, this must be enhanced by the dedication and commitment of responsible role players, namely educators, learners and parents. This code of conduct is intended to promote such dedication and commitment.

This code of conduct aims to establish a disciplined and purposeful Music Centre environment, which is dedicated to promoting and maintaining the quality of the learning process.

The code of conduct endorses the Music Centre's mission statement.

Learners and their parents/guardians are expected to acquaint themselves with the Music Centre's code of conduct and its provisions. As soon as learners are enrolled at the Music Centre, they are subject to the code of conduct, and must strictly adhere to it. Should learners transgress or violate the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.

4. Code of conduct

General rules

- 4.1 Learners shall be good ambassadors of the Hugo Lambrechts Music Centre, and shall conduct themselves in accordance with the school's code of ethics at all times.
- 4.2 In their interaction with the principal, educators and other staff of the Music Centre, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness.
- 4.3 In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on Music Centre grounds, is strictly prohibited.
- 4.4 All educators shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's attendance at the Music Centre as well as at any other Music Centre activity.
- 4.5 Learners may not eat or drink in the classroom, corridors, rehearsal venues or in the Auditorium. The chewing of gum during Music Centre activities is prohibited.
- 4.6 The use of cell phones during lessons, rehearsals and performances is strictly prohibited unless being used for educational purposes. Calls may be made in emergencies only.
- 4.7 The smoking, possession and/or use of tobacco products, nicotine-containing products, e-cigarettes, liquor, other alcoholic substances or drugs during any Music Centre activity, is strictly prohibited. A learner may not be under the influence of alcohol and/or intoxicating substances of any nature during any Music Centre activity.
- 4.8 The possession, display, distribution, creation, manufacture or production of pornographic material in printed, electronic or any other format is prohibited.
- 4.9 In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the Music Centre principal or an educator is entitled to search such learners and/or the property in their possession

for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the Music Centre grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.

- 4.10 Any conduct that unfairly prejudices the administration, discipline or efficiency of the Music Centre shall be regarded as a violation of this code of conduct.
- 4.11 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.
- 4.12 Learners may not play on any other learner's or Music Centre instrument except their own or those allocated to them.
- 4.13 Learners must engage with social media with caution and no confidential or potentially harmful information regarding the Music Centre may be posted.
- 4.14 Transgressions that may lead to suspension and/or expulsion include but are not limited to:
- conduct that poses a threat to others' safety and infringes upon others' rights;
 - possessing, threatening with or using dangerous weapons;
 - the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
 - fighting, assault or abuse;
 - indecent behaviour or swearing;
 - adopting or assuming a false identity;
 - harmful graffiti, hate speech, sexism or racism;
 - theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted;
 - unlawful conduct towards and/or vandalising, destroying or damaging Music Centre property, including but not limited to music instruments;
 - disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other Music Centre staff or learners;
 - repeated violations of Music Centre rules or this code of conduct;
 - criminal and oppressive behaviour, such as rape and gender-based harassment;
 - victimisation, bullying and intimidation of other learners;
 - the transgression of examination rules; and
 - intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

5. Class rules

- 5.1 The class educator shall formulate class rules upon the adoption of this code of conduct at the beginning of each ensuing school year, after having consulted the learners in the class as well as their parents.
- 5.2 The class rules must be compiled in writing and –
- 5.2.1 immediately be tabled to the principal by no later than the first Friday of the new school year;
 - 5.2.2 be displayed in a legible format in a prominent spot in the classroom; and
 - 5.2.3 be made available to all learners and their parents.
- 5.3 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the Music Centre.
- 5.4 Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.

6. Dress Code

- 6.1 Although there are no prescriptions regarding dress during lessons, learners are expected not to wear clothes which may offend other learners, educators and other Music Centre staff or visitors to the Music Centre, or which restrict successful playing on the instrument concerned.
- 6.2 The formal black and white concert dress is compulsory for formal orchestra concerts, except when otherwise instructed.
- 6.3 Learners are encouraged to wear suitable formal concert dress when performing as a soloist at formal concerts.

7. Orchestras, ensembles and concerts

- 7.1 Participation in orchestras and wind bands
- 7.1.1 Every learner studying an orchestral instrument must, when the suitable standard of play has been attained, play in an official Music Centre orchestra or wind band as a part of the Music Centre's holistic

music educational goals. Such learner attends at least one rehearsal a week of the orchestra/wind band at a time determined by the conductor. Learners in grade 12 may leave the orchestra/wind band in the 3rd term if they so wish.

7.1.2 All learners who participate in the aforementioned activities shall be loyal to the Music Centre and fellow participants. Participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners may only be excused from rehearsal attendance if a written apology is handed to the conductor in advance. Unforeseen absence from an activity will only be excused if the conductor receives a written apology no later than three days following the relevant activity.

7.1.3 In the event of public appearances by learners, the educator concerned must be informed of the detail of such appearances and give permission for them with a view to assisting the learner with the preparation for such appearances, as the standard of play during a public appearance reflects on the educator and the Music Centre.

7.1.4 Should participation in other music activities outside of the Music Centre result in a conflict of interest, Music Centre activities, as indicated on the annual Year Programme, must be given priority. Clashes must be brought to the attention of the educator/conductor concerned immediately so that, where necessary, alternative arrangements can be made.

7.2 Stage and concert etiquette

7.2.1 Learners must always act professionally when they perform on stage, both as a soloist and/or in an orchestra/wind band.

7.2.2 Learners, parents and guests should be punctual when attending concerts and should not walk in or out of a concert whilst someone is playing.

7.2.3 Learners, parents and guests should be considerate towards other musicians and attend the entire concert and not leave after interval or when they have finished playing. Learners will not be eligible to receive a Chamber Concert Motivational Prize if they are not present for the entire duration of said Chamber Concert.

7.2.4 Cell phones must be switched to silent during concerts and rehearsals.

7.2.5 Parents with young children under the age of 5, that become noisy or fidgety during concerts, should rather remove them from the concert venue to avoid disturbing the performer and other attendees.

8. Music Centre property

8.1 'Music Centre property' includes the following:

8.1.1 The grounds and buildings occupied by the Music Centre, as well as any permanent addition to such grounds and buildings, including the Auditorium and its various venues.

8.1.2 All other property, including equipment, musical instruments, instrument accessories, sheet music, books, stock, motor vehicles and the like that the Music Centre owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss

8.2 As the Music Centre has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the Music Centre's property in order for it to be utilised to the benefit of all current and future learners of the Music Centre.

8.3 No learner may remove any Music Centre property from the grounds without the prior consent of the principal.

8.4 Learners may not handle, damage, mark, deface or destroy any property of the staff of the Music Centre, fellow learners, visitors, or members of the public. This rule also applies to any vehicle with which learners are transported, and the property contained therein.

8.5 Learners may not damage, deface or destroy any Music Centre property. Any learner who deliberately misuses, damages or vandalises any Music Centre property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.

9. School notices / Homework books

9.1 Each learner is to have a dedicated homework book in which their teacher will make notes regarding lessons, practice required and any other information. Parents are to check and sign these books regularly.

9.2 All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the governing body, principal or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

9.3 Termly letters from the principal and other pertinent information will be distributed via email and on the Rise platform.

10. Tests and examinations

- 10.1 All learners are obligated to abide by the tests and examinations that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity.
- 10.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.
- 10.3 Music Centre examinations take place biannually as follows:
- Mid-year evaluation
 - Full final examination in the 4th term.
- 10.4 High school learners doing music as a subject have two practical examinations in the 2nd and 4th terms.

11. Motor vehicles and motorcycles

- 11.1 Learners may not bring motor vehicles or motorcycles onto the Music Centre grounds, unless they have a valid (learners) drivers licence.
- 11.2 The driving of a motor vehicle or motorcycle by a learner in a way that poses a risk or possible harm to other learners on the Music Centre grounds, or other learners and members of the public in the immediate vicinity of the grounds, is strictly prohibited.
- 11.3 Learners shall adhere to traffic rules on and around the Music Centre grounds.
- 11.4 All motor vehicles, motorcycles and bicycles are parked at own risk on and around the Music Centre grounds.

12. Punctuality

Learners are expected to arrive at the appointed time of their individual lesson, theory class or rehearsal with enough time left available to unpack instruments and warm up. When learners arrive late, they must provide a written apology from their parents.

13. Lessons, rehearsals or performances

- 13.1 All learners attend one lesson per week at a time and duration agreed upon by the parent, learner and educator concerned and registered for in the administrative office.
- 13.2 All learners will receive a minimum of 8 lessons per term.
- 13.3 Lessons cancelled at short notice (less than 24 hours) are forfeited. Lessons cancelled in advance and for a valid reason, may well be made up for. Lessons cancelled by educators for private reasons are made up for. Lessons which cannot take place on account of official Music Centre matters need not be made up for. Lessons falling on public holidays fall away.
- 13.4 When an educator is on official sick leave, every attempt will be made to make up the lesson afterwards, or alternatively a temporary replacement will be appointed. The actual lesson time could be impacted.
- 13.5 Official concerts as they appear on the Year Programme are compulsory events for the learners associated with the specific performance.
- 13.6 The lessons of learners who are absent from a lesson or an orchestra/wind band rehearsal more than twice without a valid excuse, may be suspended. The lessons of learners who are absent from an official performance during one of the Music Centre's official concerts as indicated on the Year Programme may be stopped immediately. Genuine emergencies will be dealt with on merit.

14. Environment

- 14.1 Learners have the right to a safe environment that is conducive to education.
- 14.2 Learners may not litter.
- 14.3 Learners must leave restrooms in a clean condition.
- 14.4 Any action or failure by learners that constitutes or could constitute a health risk to other learners must be avoided.
- 14.5 The application of slogans (graffiti), stickers, posters and the like to any surface at the Music Centre is strictly prohibited, unless it is done with the principal's consent.
- 14.6 Learners shall comply with any reasonable instruction from the principal, any educator, or another school leader with regard to maintaining a clean and hygienic school environment.

15. Indemnification

The Music Centre does not accept responsibility or liability for personal injuries or the theft of/damage to instruments, requisites, equipment or vehicles during Music Centre activities (on the premises and elsewhere). Learners must take the necessary precautions themselves.

16. Exemption from provisions of the code of conduct

- 16.1 Learners may submit a written application to the governing body for total or partial exemption from one or more of the items contained in the code of conduct based on cultural, religious or medical grounds.
- 16.2 Such application must include full reasons as well as confirmative evidence. Therefore, the onus of proof still lies with the learner to substantiate the application for exemption.
- 16.3 Applications for exemption will be considered at the start of the school year only, unless the applicant can prove that the matter is urgent or necessitated by a change in circumstances.
- 16.4 In considering an application for exemption, the governing body shall be entitled to obtain any information that it deems necessary for a fair adjudication of the application.
- 16.5 The governing body shall consider the application for exemption with the necessary earnestness, objectivity and responsibility, and within the framework of the Constitution and court judgements, and will inform the learner of its decision in writing.
- 16.6 In case of a violation of any provision in this code of conduct, the prescribed disciplinary procedure shall be followed.

SIGNED AT PAROW ON 3 FEBRUARY 2025



Governing body chair



School principal

Part 3

Procedure for disciplinary action against learners

In case of a violation of any provision prescribed in the code of conduct for learners, this disciplinary procedure is to be followed. In order to enforce this disciplinary procedure, misconduct is divided into three categories. These correspond with the various disciplinary steps that could be taken and the various procedures that could be followed in handling misconduct.

Any reference to the governing body in this disciplinary procedure includes the disciplinary committee of the governing body.

1. Disciplinary action

1.1 Minor transgressions

1.1.1 Category A misconduct

Any violation of 4.1, 4.6–4.7, 5, 6, 7.1.2–7.1.3, 7.2, 9, 11.1, 14.2 – 14.4 of the code of conduct

In case of the violation of any of the abovementioned provisions, such violation shall be referred to the departmental head of the department concerned, who will be entitled to impose the following sanctions:

- a) A verbal or written warning
- b) Suspension from participation in relevant Music Centre activities.

1.1.2 Category B misconduct

Any violation of 4.2–4.3, 4.8–4.10, 4.12, 4.13, 8.2–8.5, 10.1, 10.2, 11.2, 11.3, and 14.5 of the code of conduct

In case of the violation of any of the abovementioned provisions, such violation shall be referred to the principal, who will be entitled to impose the following sanctions:

- a) Any of the sanctions in 1.1.1 above, to which the following could be added:
- b) Exclusion from participation in social events of the Music Centre
- c) Agreed, affordable compensation
- d) The repair or replacement of damaged property.

1.2 Major transgressions

1.2.1 Category C misconduct

Any violation of 4.11 or 4.14 of the code of conduct.

In case of the violation of any of the abovementioned provisions, such violation shall be referred to the governing body, who will be entitled to impose the following sanctions:

- a) Any of the sanctions in 1.1.1 and 1.1.2 above, to which the following could be added:
- b) Following a hearing in which any learner is found guilty of violating the provisions of the code of conduct, the governing body may impose any of the aforementioned sanctions on such learner, or suspend the learner, or recommend the learner's expulsion from the Music Centre.

Suspension may only be imposed after the learner has been afforded a reasonable opportunity to make representations with regard to such suspension to the governing body.

2. Disciplinary hearing

2.1 Preliminary inquiry

When a learner is suspected or alleged to have committed a major transgression (Category C), the principal may appoint an investigating officer. The latter will collect information for the school principal to decide whether a disciplinary hearing is warranted.

2.2 Hearing

2.2.1 The investigating officer shall draw up a charge sheet, and the parents and learner shall receive written notice of the charge and the date, time and venue of the hearing. These arrangements must be made in consultation with the disciplinary committee.

2.2.2 The notice must contain sufficient information on the date, place and nature of the alleged transgression.

2.2.3 At least five school days must lapse between the delivery of the notice and the hearing.

2.2.4 The governing body shall appoint the disciplinary committee. The chair of the committee must be a governing body member. The disciplinary committee shall have the power to take charge of and finalise the disciplinary hearing, as if it has been done by the governing body themselves, and shall be entitled to do everything that the

governing body may do in terms of applicable legislation, including imposing and enforcing any sanction, and recommending expulsion to the Head of Education.

- 2.2.5 The learner must be assisted by his/her parent or a person appointed by the parent. In case of major transgressions, the learner is entitled to apply for representation by a legal representative or any person who is appointed by the parent of the learner. Such application must be directed to the chair of the disciplinary committee at least two school days before the start of the hearing. No other persons, apart from those mentioned above, may attend the hearing on behalf of the accused learner.
- 2.2.6 When a learner has legal representation, he/she may choose to expedite the disciplinary procedure by entering into a plea bargain with the presiding officer.
- 2.2.7 Apart from minor learners' right to testify through mediators, as envisaged in Section 8(7)–(9) of SASA, minor learners (either accused or witnesses) will also be entitled to be assisted by their parents or an educator of their choice during disciplinary proceedings. However, a person who assists a learner may not answer any questions on behalf of the learner or address the disciplinary committee.
- 2.2.8 Learners who are involved in disciplinary proceedings shall also be entitled to receive support, advice and counselling from educators who have been appointed for such purpose by the school principal or the governing body, provided that such educator may not assist the learner at the disciplinary hearing, unless the parent of the learner authorises the educator to do so.
- 2.2.9 Should the learner and/or his/her parents and/or representative fail to attend despite proper notification, the hearing may proceed in their absence.
- 2.2.10 The hearing must be fair and just and shall be conducted in terms of the prescripts of the applicable provincial legislation. The prosecutor and learner (or the learner's representative on behalf of the learner, if applicable) must be afforded the opportunity to put their case, may put questions to witnesses, may call witnesses, and may scrutinise or table documents related to the matter.
- 2.2.11 The members of the disciplinary committee themselves shall also be entitled to call witnesses, request additional witnesses or testimony, put questions to the witnesses, or investigate or have investigated further any aspect that could promote fairness and justice.
- 2.2.12 After testimony has been heard, the committee shall decide whether the learner is guilty or innocent. For this purpose, or for the purposes of settling any dispute that may arise during the proceedings, the committee shall be entitled to adjourn for a reasonable period of time in order to consider its ruling. Such consideration shall occur behind closed doors and may be attended by committee members only.
- 2.2.13 Should the learner be found guilty, both the learner and the prosecutor shall receive another opportunity to testify and/or make representations on extenuating and aggravating circumstances that the committee needs to consider in order to impose an appropriate sanction. In order to consider an appropriate sanction, the committee shall be entitled again to adjourn for a reasonable period of time. Such consideration shall occur behind closed doors and may be attended by committee members only.
- 2.3 Finding and sanction
- 2.3.1 In case of a guilty finding, the disciplinary committee's ruling, including the imposed sanction, must be communicated in writing to the learner and his/her parents as well as the prosecutor within a maximum of five school days.
- 2.3.2 Despite any guilty finding and sanction imposed by the governing body, any stakeholder may refer any transgression of the code of conduct that may constitute a criminal offence to the South African Police Service for investigation.

3. Internal appeal

- 3.1 A party who is aggrieved with the outcome of disciplinary proceedings before the governing body's disciplinary committee shall be entitled to appeal in writing to the chair of the governing body against the guilty finding, imposed sanction, or both, within 24 hours of receiving written notice of the outcome.
- 3.2 The notice of appeal must clearly outline the grounds for the appeal.
- 3.3 The chair of the governing body must appoint an appeals committee within 24 hours of receiving the notice of appeal, which committee must consist of a member of the governing body as chair, and at least two other experts. The members of the disciplinary committee who had heard the matter may not serve on the appeals committee as well.
- 3.4 The chair of the governing body must hand the notice of appeal to both the chair of the appeals committee and the other party to the proceedings before the disciplinary committee and must ensure that the record of the disciplinary proceedings be made available to the appeals committee.
- 3.5 Within 24 hours of receiving the notice of appeal, the other party shall be entitled to make representations in response thereto to the chair of the appeals committee.

- 3.6 In considering the appeal, the appeals committee shall be restricted to considering the record of the proceedings before the disciplinary committee, the notice of appeal, and any representations that the other party may submit.
- 3.7 Any party who wishes to submit to the appeals committee for its consideration any evidence that does not form part of the record of proceedings before the disciplinary committee, must apply in writing for permission to the chair of the appeals committee. In case of the appellant, such application must be contained in the notice of appeal, and in the case of the other party, application must take place within 24 hours of receiving the notice of appeal.
- 3.8 The application to submit new evidence must contain a full explanation why the evidence had not been available or tabled during the disciplinary proceedings, must outline the nature of the evidence, and must explain in what way the evidence bears reference to the consideration of the appeal.
- 3.9 The appeals committee must announce its decision to the parties in writing within seven school days of receiving the notice of appeal.
- 3.10 In considering the appeal, the appeals committee may:
- a) set aside or uphold the disciplinary committee's guilty or not guilty finding and/or imposed sanction;
 - b) impose an alternative sanction (including a heavier sanction); and
 - c) deliver any other ruling that the appeals committee deems fair and just under the circumstances.

4. General provisions

The governing body is expected to keep proper record of the disciplinary proceedings. For this purpose, the governing body may appoint a person to minute or electronically record the proceedings. Such person shall not form part of the committee.

SIGNED AT **PAROW** ON THIS **3 FEBRUARY 2025**



Governing body chair



School principal