



## **MUMTAZ ACADEMY – CODE OF CONDUCT**

### **VISION**

**We are a tutoring centre...**

- that provides subject specific tutoring of high quality in a safe learning environment.
- that develops and promotes creative thoughts, confidence, analytical ability, independence and empathy in our learners.
- who equip learners to tackle obstacles with confidence and determination.
- where we support each other's unique differences.

### **MISSION**

**We strive to...**

- live according to the fundamental values of human dignity, equality and freedom as laid out by the Constitution.
- teach respect and love according to our Christian values, as laid out by the Bible.
- offer well thought through, well balanced education to young world citizens.
- be known for integrity, pride and excellence.

### **VALUE SYSTEM**

**We...**

- are a tutoring centre grounded in Christian values based in the Bible.
- committed to value-driven, professional tutoring.
- maintain discipline and develop self-discipline.
- instil effective management and leadership.
- promote creativity.
- foster a healthy spirit of competitiveness.
- develop every child's potential equally.
- promote equality and human dignity.
- promote respect towards all in our community and the environment.

### **CHRISTIAN FOUNDATION**

Mumtaz Academy operates on, and teaches Bible-based Christian values.

We accept others may have different views and beliefs, and with a Christ-like manner, we treat all with respect and dignity.

### **RESPECT FOR ADULTS**

It is expected from learners to show respect to all adults at all times.

This includes standing up when an adult enters the room, greeting adults warmly in passing, and always speaking with a respectful tone.

Courtesy and good manners should be practiced at all times, both inside and outside the classroom.

## **MUMTAZ AKADEMIE – GEDRAGSKODE**

### **VISIE**

**Ons is 'n onderrigsentrum...**

- wat vakspesifieke onderrig sessies van hoë gehalte bied in 'n veilige leeromgewing.
- wat kreatiewe denke, selfvertroue, analitiese vermoë, onafhanklikheid en empatie in ons leerders ontwikkel en bevorder.
- wat leerders toerus om hindernisse met selfvertroue en vasberadenheid aan te pak.
- waar ons mekaar se unieke verskille ondersteun.

### **MISSIE**

**Ons streef daarna om...**

- te leef volgens die fundamentele waardes van menswaardigheid, gelykheid en vryheid soos uiteengesit in die Grondwet.
- respek en liefde te leer volgens Christelike waardes, soos uiteengesit in die Bybel.
- deeglik deurdagte, gebalanseerde opvoeding aan jong wêreldburgers aan te bied.
- bekend te wees vir integriteit, trots en uitnemendheid.

### **WAARDESISTEEM**

**Ons...**

- is 'n onderrigsentrum gegrond in Christelike waardes soos uiteengesit in die Bybel.
- is verbind tot waarde-gedrewe, professionele onderrig.
- handhaaf dissipline en ontwikkel selfdissipline.
- beoefen doeltreffende bestuur en leierskap.
- bevorder kreatiwiteit.
- kweek gesonde gees van mededingendheid.
- ontwikkel elke kind se potensiaal gelyk.
- bevorder gelykheid en menswaardigheid.
- bevorder respek teenoor almal in ons gemeenskap en die omgewing.

### **CHRISTELIKE GRONDSLAG**

Mumtaz Akademie funksioneer op, en leer Bybel-gebaseerde Christelike waardes.

Ons erken dat ander se sienings en oortuigings kan verskil, en soos Christus, behandel ons almal met respek en waardigheid.

### **RESPEK VIR VOLWASSENES**

Van leerders word verwag om ten alle tye respektvol teenoor alle volwassenes te wees.

Dit sluit in om op te staan wanneer 'n volwassene die lokaal binnegaan, volwassenes vriendelik te groet in verbygaan, en altyd in 'n respektvolle toon te praat.

Hoflikheid en goeie maniere moet te alle tye beoefen word, beide binne en buite die klaskamer.

## PHYSICAL CONTACT

Learners are encouraged to greet tutors and friends warmly, such as with a friendly handshake or hug.

However, public displays of affection such as prolonged hugging, sitting closely in a romantic manner, or kissing are not appropriate on the premises.

All interactions should reflect our respectful, family-oriented values.

## DRESS CODE

Learners are expected to dress neatly and appropriately, in line with our respectful, family-oriented values.

## DISCIPLINARY SYSTEM

Discipline is important to create a safe place where learners can learn and reach their full potential.

A learner should always act in such a way that they have a positive influence on their peers and those in their immediate environment.

In the case of an infringement of any of the stipulations of the code of conduct, this procedure laid out below must be followed.

Infringements are divided into three categories:

- First-degree (less serious),
- Second-degree (more serious), and
- Third-degree (very serious).

For each infringement, a red dot will be added to the learner's conduct chart according to the degree of infringement:

- One dot for a first-degree infringement
- Two dots for a second-degree infringement
- Three dots for a third-degree infringement

A note will be made of the exact nature of the infringement, and both the student and tutor will sign next to it.

When a student acquires three red dots within a quarter, they will be suspended for 48 hours (2 days) from the facility, after which the student can then return. If their learner's behaviour does not improve and a second suspension happens in that same quarter, the student will then be expelled from the centre.

First degree infringements will be met by a talk from the teacher involved and a fitting punishment where applicable (for example, a student can be told to clean the class for littering in class etc.)

Second degree infringements will be met with the taking away of privileges such as shortened breaks (student sits alone in the class after having their food while the others go outside and play), cannot take part in fun activities etc.

Third degree infringements will immediately result in suspension. The student's parents or guardians will be called to come and fetch the student immediately.

## FISIËSE KONTAK

Leerders word aangemoedig om tutors en vriende hartlik te groet, soos met 'n vriendelike handdruk of drukkie.

Dit is egter nie gepas om op die perseel openbare uitdrukkings van toegeneetheid soos langdurige drukkië of om mekaar romanties vas te hou of te soen nie.

Alle interaksies moet in lyn wees met ons respekvolle, familie-georiënteerde waardes.

## KLEREDRAG

Van leerders word verwag om netjies en gepas aan te trek, in lyn met ons respekvolle, familie-georiënteerde waardes.

## DISSIPLINE SISTEEM

Dissipline is belangrik om 'n veilige plek te skep waar leerders kan leer en hul volle potensiaal kan bereik.

'n Leerder moet altyd optree op 'n manier wat 'n positiewe invloed op hul maats en mense in hul onmiddellike omgewing het.

In die geval van 'n oortreding van enige bepaling van die gedragskode, moet die onderstaande prosedure gevolg word.

Oortredings word in drie kategorieë verdeel:

- Eerstegraad (minder ernstig),
- Tweedegraad (meer ernstig) en
- Derdegraad (baie ernstig).

Elke oortreding sal 'n rooi kol op die leerder se gedragskaart tot gevolg hê, in lyn met die graad van die oortreding:

- Een kol vir 'n eerstegraadse oortreding
- Twee kolle vir 'n tweedegraadse oortreding
- Drie kolle vir 'n derdegraadse oortreding

'n Nota sal gemaak word van die presiese aard van die oortreding, en beide die student en tutor sal langsaan teken.

Wanneer 'n leerder drie rooi kolle in een kwartaal kry, sal hulle vir 48 uur (2 dae) van die fasiliteit geskors word, waarna die leerder kan terugkeer. Indien die leerder se gedrag nie verbeter nie en 'n tweede skorsing plaasvind binne daardie selfde kwartaal, sal die leerder uit die sentrum finaal geskors word.

Oortredings van die eerstegraad sal met 'n gesprek van die betrokke tutor en 'n gepaste straf waar van toepassing behandel word (byvoorbeeld, 'n leerder kan aangesê word om die klas skoon te maak vir rommelstrooiing, ens.).

Oortredings van die tweedegraad sal met die wegneem van voorregte soos verkorte pouses (leerling sit alleen in die klas nadat hulle geëet het terwyl die ander buite gaan speel), kan nie aan prettige aktiwiteite deelneem nie, ens.

Oortredings van die derdegraad sal onmiddellik tot skorsing lei. Die leerder se ouers of voogde sal gekontak word om die leerder onmiddellik te kom haal.

## CATEGORIES OF INFRINGEMENTS

### Category One: Minor offences

- ✚ Work not done or incomplete
- ✚ Not working in class
- ✚ Late submission of assessment tasks
- ✚ Copying assessment tasks and work
- ✚ The use of cell phones during class time
- ✚ The use of laptops, headphones or earphones in class without permission
- ✚ Continuous disruption of own or other classes or learning environment
- ✚ Walking around without permission
- ✚ Repeatedly going into the kitchen without permission
- ✚ Repeatedly taking other's belongings without permission
- ✚ Chewing gum in class
- ✚ Eating sweets on tutoring centre's premises
- ✚ Disregards for the Dress Code policy
- ✚ Refusal to take part in class- or tutoring centre's activities
- ✚ Not cleaning their own classroom
- ✚ Littering (throwing papers around, not using the bin)

### Category Two: More serious offences

- ✚ Undermining or taunting authority
- ✚ Talking back to a tutor
- ✚ Ignoring instructions
- ✚ Swearing or using inappropriate language
- ✚ Any form of bullying (physical, emotional verbal or electronic)
- ✚ Intimidating with the intent to hurt
- ✚ Telling lies
- ✚ Bringing cigarettes or e-cigarettes to the centre / smoking at the centre
- ✚ Committing immoral behaviour (notes, hand signs, verbal remarks, etc.)
- ✚ Disregard for the Physical Contact policy
- ✚ Disregard for the Respect for Adults policy

### Category Three: Very serious offences

- ✚ Any act of malicious vandalism of property belonging to the centre, tutors, or fellow student
- ✚ Fighting
- ✚ Possession or use of any dangerous items on the property
- ✚ Intentionally hurting anyone physically
- ✚ Ignoring a tutor in a way that puts the learner or others in danger
- ✚ Theft
- ✚ Possession or distribution of any unauthorized copies of tests or exam papers / cheating in an exam
- ✚ Racism
- ✚ Continued undermining or taunting authority

## KATEGORIEË VAN OORTREDINGS

### Kategorie Een: Kleiner oortredings

- ✚ Werk nie gedoen of onvolledig nie
- ✚ Nie in die klas werk nie
- ✚ Laat indien van assesseringstake
- ✚ Afskryf van assesseringstake en werk
- ✚ Gebruik van selfone gedurende klastyd
- ✚ Gebruik van skootrekenaars of oorfone in die klas gebruik sonder toestemming
- ✚ Voortdurende ontwrigting van eie of ander klasse of die leeromgewing
- ✚ Rondloop sonder toestemming
- ✚ Herhaaldelik sonder toestemming die kombuis in gaan
- ✚ Herhaaldelik ander se besittings neem sonder toestemming
- ✚ Kougom in die klas kou
- ✚ Lekkergoed eet op die sentrum se perseel
- ✚ Minagting van die Kleredragbeleid
- ✚ Weiering om deel te neem aan klas- of sentrum se aktiwiteite
- ✚ Nie hul eie klas skoon maak nie
- ✚ Rommel strooi (papiere rondgooi, nie die asblik gebruik nie)

### Kategorie Twee: Ernstiger oortredings

- ✚ Ondermyning of tarding van gesag
- ✚ Terugpraat met 'n tutor
- ✚ Ignoreer instruksies
- ✚ Te vloek of die gebruik van onvanpaste taal
- ✚ Enige vorm van boelie (fisies, emosioneel, verbaal of elektronies)
- ✚ Intimidasie met die doel om seer te maak
- ✚ Leuens vertel
- ✚ Sigarette of e-sigarette na die sentrum bring / by die sentrum rook
- ✚ Immorele gedrag pleeg (notas, handgebare, verbale opmerkings, ens.)
- ✚ Minagting van die Fisiese Kontakbeleid
- ✚ Minagting van die Respek vir Volwassenesbeleid

### Kategorie Drie: Baie ernstige oortredings

- ✚ Enige kwaadwillige vandalisme van die sentrum-, tutors- of medestudent se eiendom
- ✚ Bakleiery
- ✚ Besit of gebruik van enige gevaarlike items op die eiendom
- ✚ Fisies enige iemand opsetlik te beseer
- ✚ Ignoreer 'n tutor op 'n manier wat die leerder of ander in gevaar stel
- ✚ Diefstal
- ✚ Besit of verspreiding van enige ongemagtigde kopieë van toetse of eksamenvraestelle / kul in 'n eksamen
- ✚ Rassisme
- ✚ Voortdurende ondermyning of tarding van gesag

## PARENT/GUARDIAN CONSENT DECLARATION

I, \_\_\_\_\_, the parent/guardian of the Grade \_\_\_ learner named, \_\_\_\_\_, hereby declare that I have read and understand the Code of Conduct of Mumtaz Academy and undertake that my child will abide by these rules.

I also consent that my child can and should be held accountable for his/her actions as set out in the Code of Conduct.

I undertake to support Mumtaz Academy in these actions in order to create the best possible educational environment for all learners.

\_\_\_\_\_/\_\_\_\_\_/2026  
Signature of Parent/Guardian      Date

## OUER/VOOG TOESTEMMINGSVERKLARING

Ek, \_\_\_\_\_, die ouer/voog van die Graad \_\_\_ leerder by name van, \_\_\_\_\_, verklaar hiermee dat ek die Gedragskode van Mumtaz Akademie gelees het, dit verstaan en onderneem dat my kind hierdie reëls sal nakom.

Ek gee ook toestemming dat my kind kan en moet aanspreeklik gehou word vir sy/haar optrede volgens die Gedragskode.

Ek onderneem om Mumtaz Akademie in hierdie optrede te ondersteun om die beste moontlike opvoedkundige omgewing vir alle leerders te skep.

\_\_\_\_\_/\_\_\_\_\_/2026  
Handtekening van Ouer/Voog      Datum

## LEARNER CONSENT DECLARATION

I, \_\_\_\_\_, confirm that I have read or that my parent/guardian have read to me the Mumtaz Academy Code of Conduct.

I confirm that I understand the Code of Conduct and undertake to abide by these rules.

I understand that I will be held accountable for my actions as set out in the Code of Conduct.

I undertake to support Mumtaz Academy in these actions in order to create the best possible educational environment for me and my fellow learners.

\_\_\_\_\_/\_\_\_\_\_/2026  
Signature of Learner      Date

## LEERDER TOESTEMMINGSVERKLARING

Ek, \_\_\_\_\_, bevestig dat ek die Gedragskode van Mumtaz Akademie gelees het of dat my ouer/voog dit vir my gelees het.

Ek bevestig dat ek die Gedragskode verstaan en onderneem dat ek hierdie reëls sal nakom.

Ek verstaan dat ek aanspreeklik gehou sal word vir my optrede volgens die Gedragskode.

Ek onderneem om Mumtaz Akademie in hierdie optrede te ondersteun om die beste moontlike opvoedkundige omgewing vir my en my mede-leerders te skep.

\_\_\_\_\_/\_\_\_\_\_/2026  
Handtekening van Leerder      Datum